



## **Administrative Coordinator Job Description**

The Administrative Coordinator provides administrative support to the management and fund development team of the Downtown Eastside Women's Centre (DEWC). She ensures overall effective and efficient financial, governance, operations, and office administration systems and support.

Reporting directly to the Executive Director, the Administrative Coordinator will work in collaboration with other DEWC staff to ensure services to women. She will work from a feminist perspective and within an anti-oppression framework.

### **Operations**

Handles and responds to daily mail, and general correspondence.

Monitor and orders stationary and office supplies and establish supplier accounts.

Produce and update supplier account list.

Maintains and updates the company website ensuring adherence to DEWC policy

### **Records Management**

Develops and maintains administrative, operations, and finance records management systems.

Archives documents and files, ensuring their appropriate storage.

Updates and maintains governance and society documents including membership list.

Maintains records, reviews and, up-dates when appropriate authorizations with vendors, bank, CRA, etc.

### **Finance**

Prepares and make bank deposits, ensuring communication with DEWC Book Keeper Codes and processes accounts payable. Submits prepared AP for approval, investigating irregularities. Facilitates signing of cheques in accordance with Board policy.

### **Administrative Support**

Provides administrative support to the Board of Directors and Committees including the compiling, maintenance, and distribution of minutes and correspondence, and preparing management reports.

Coordinates Board and committee meetings.

### **Donor administration**

Monitors, codes, troubleshoots, and processes financial donations, including individual and corporate. Produces charitable tax receipts and updates the donor data base

Corresponds with donors about in-kind donations, including answering calls and emails, keeping website up to date with most needed items, issuing tax receipts for in-kind donations, when appropriate,

### **Annual Audit/AGM**

Prepares and maintains the Audit binder for annual audit including sending funder contract verifications, and obtaining signing documents from bank. Prepares minutes, contracts, insurance verification, and charitable tax receipts for audit review. Prepares documents and reports for Annual General Meeting.

## **Required Qualifications:**

Minimum 5 years related experience

Demonstrated computer and IT aptitude including word, excel, and quickbooks

Demonstrated administrative skills, including report writing

Efficient organizational skills including record keeping, scheduling, and problem-solving abilities

Have a working knowledge and analysis of the issues impacting women in the dtes, including violence against women, mental health, homelessness, and addictions

Candidate must work from strong feminist analysis and within an anti-oppression framework

Strong conflict resolution skills and practice

Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members

Ability to work within a chaotic environment and with a diverse community of women

A First Aid certificate is required

Candidate must undergo a criminal record check

Women with addiction issues need to be at least 2 years clean and sober

Position reports to: Executive Director