



## **Administrative Coordinator Job Description**

The Administrative Coordinator provides administrative support to the Management and Fund Development teams 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/Facilities**

Handles and responds to daily mail, and general correspondence for all DEWC locations, distributing as applicable

Monitor and orders stationary and office supplies and establishes supplier accounts as needed for all DEWC locations

Produce and update supplier account list for all DEWC locations

Maintains, monitors, and orders operational supplies

Manages, update, and maintain the company phone system including cell phones

In collaboration with the HR Administrator and Facilities Coordinator, maintain and update operational information such as phone extension list, computer/phone passwords, alarm codes, key/swipe cards, and other password records.

Maintains and updates the company website ensuring adherence to DEWC policy

### **Records Management**

Develop, maintain, and update 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 Bookkeeper

Codes and processes accounts payable and accounts receivable

Monitors and processes accounts payables for on-going accounts and service agreements, ensuring collaboration with Facilities Coordinator relating to service contract payments and invoicing

Reviews and submits prepared AP for approval, investigating irregularities.

Coordinates cheque signing in accordance with Board policy, including processing necessary documents with bank to update cheque signers

## **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 all financial donations, including individual and corporate and on-line. 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 skills including Word, Excel, and QuickBooks
- Demonstrated experience in database use and management
- 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 within 3 months of employment
- 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