



**Hours:** 35 hours per week

**Starting Salary:** \$20.00 to \$22.00 per hour / \$22.00 to \$24.00 with bookkeeping experience

**To apply:** Please email (in PDF format) your resume and cover letter to [operations@wesn.ca](mailto:operations@wesn.ca)

**Benefits:**

- Health benefits package (upon completion of probationary period)
- 3 weeks of vacation per year
- Support for professional development
- Work from home 1 day per week.

**Reports to:** Manager of Operations

**Mission and Vision**

The mission of the West End Seniors' Network (WESN) is to enhance the quality of life of older adults by providing social, recreational, educational, and supportive programs and services that foster connection and inclusion in the broader community.

The vision of WESN is a Vancouver community that supports and empowers older adults to live involved, healthy, and fulfilling lives.

## **Background**

Founded in 1979, WESN delivers a range of programs and services for older adults in the West End, Coal Harbour and Yaletown neighbourhoods of Vancouver. WESN has over 950 members, more than 250 volunteers, and three locations:

- Barclay Manor (1447 Barclay Street)
- Kay's Place (Denman Place Mall, 118-1030 Denman Street)
- Clothes and Collectibles Thrift Boutique (Denman Place Mall, 110-1030 Denman Street)

## **Job Summary**

The Administrative and Program Coordinator is responsible for the day-to-day administrative activities of the organization. The successful candidate will be based at Barclay Manor but will provide administrative support at all three locations.

## **Duties and Responsibilities**

### Administration

- Oversee the day-to-day administrative activities of Barclay Manor
- Maintain database of all WESN members and donors, and track statistics
- Support and supervise data entry volunteers
- Receive and process invoices, prepare expense reports
- Receive and process memberships and donations, prepare thank you letters and cards, and issue charitable tax receipts
- Maintain petty cash, revenue control and float processes and reconciliation at all three locations, and prepare bank deposits
- Prepare WESN staff meeting agendas and take meeting minutes
- Lead social media account management
- Assist with graphic design and website updates and edits
- Organize staff engagement and recognition activities

- Program and event coordination support
- Carry out other duties as assigned by the Manager of Operations and/or Executive Director

## **Qualifications**

### Experience, Education and Training

- Post-secondary education in business, office administration, bookkeeping or equivalent experience
- Experience working with older adults with a range of physical and cognitive abilities
- Experience working with volunteers is an asset
- First Aid, CPR and AED training is an asset
- Class 5 driver licence and FOODSAFE Level 1 certification are assets

### Abilities

- Strong communication and interpersonal skills
- Excellent oral and written English skills are essential
- Strong organizational, administrative and time management skills with attention to detail
- Proficient with Microsoft Office (Word, Excel, PowerPoint)
- Experience with WordPress, MailChimp and Zoom
- Experience with social media (including Facebook, Twitter, Instagram, Hootsuite, LinkedIn, and YouTube)
- Experience with NewOrg, SurveyMonkey, Adobe InDesign and other graphic design software is an asset
- Handle cash and receipts effectively and accurately
- Act professionally with members, clients, volunteers, donors and the general public

## **Conditions of Employment**

- Satisfactory completion of a criminal record check including the vulnerable sector.
- Normal working hours are scheduled between 8:30am and 5:30pm, Monday to Friday. However, working hours are flexible depending on operational requirements. The ability to work occasional evenings and weekends is required.

## **How To Apply**

Please email (in PDF format) your resume and cover letter to Hiring Committee at [operations@wesn.ca](mailto:operations@wesn.ca). Applications will be reviewed as they are received, and interviews will commence and be scheduled until the position is filled.

Only applicants invited for an interview will be contacted. No phone calls please.

*WESN is committed to our staff team reflecting the diversity of our community. As such, we encourage applications from older adults, persons with disabilities, members of visible minorities, First Nations and Métis people, people of all sexual orientations and genders, and others who may contribute to the diversity of our staff team.*