



## **EMPLOYMENT OPPORTUNITY**

### **Office and Building Coordinator – Full-time**

#### **Summary of Job Description**

The Burnaby Neighbourhood House is a volunteer driven community based social service agency that provides programs and services in response to identified community needs. This position requires a positive, enthusiastic, “people-person” who will provide leadership in the front reception to create a welcoming and inclusive environment and will provide overall coordination of office and building logistics.

#### **Duties and Responsibilities**

- Promote Neighbourhood House program philosophy by ensuring programs have the opportunities to interconnect and achieve participant integration across program areas.
- Oversee the front reception including phone, hospitality service, and resource and referral services and welcoming place.
- Provides and oversees reception coverage for all the hours that Brentwood House is open.
- Manages, trains and supports office/form filling volunteers and work placement positions
- Cash Management/receipting of cash and cheques
- Oversees building security – staff orientation to alarm system; FOB assignments and elevator programming.
- Oversees purchasing
- Oversees equipment booking and safe storage
- Liaises with City of Burnaby facilities, Custodian and external contractors to arrange repairs and manage service agreements.
- Oversees space use program bookings, manages community rental agreements and payments
- Provides IT support, in consultation with IT Provider, and ensures computer system is up to date
- Input and maintains the Membership database and membership cards
- Coordinates communications within the organization for membership and staff teams
- Provide admin support to management team where necessary
- Incoming and outgoing mail
- Attends Staff meetings and takes minutes
- Other duties as assigned

#### **Qualifications**

- Degree or diploma in business administration or equivalent work/education experience
- Excellent cross cultural communication and interpersonal skills.
- Experience working with and providing support to volunteers.
- Knowledge and awareness of issues surrounding diversity and multiculturalism. Second language (an asset)
- Excellent computer IT knowledge and proficiency with excel, access, publishing and Microsoft programs.
- Excellent organizational skills and multi-tasking skills
- Ability to work in a busy and interruptive work environment.
- Excellent problem solving skills and de-escalation skills.
- Ability to work independently and as part of a team.
- Experience working in a community based organization an asset.
- First Aid certification
- Sense of humor (an asset)



**Hours of Work:**

35 Hours per week – Monday to Friday with occasional evening shifts

**Position starts: ASAP**

**Starting Pay Range:** \$22.66 - \$24.04 with benefits after 3 months.  
3% matching group RSP after one year

**Accountability:** This position reports to the North House Program Director

**Location:** In person position at Brentwood House 2205 Rosser Avenue, Burnaby

**Please reply with a resume and cover letter (quoting the position you are applying for) to:**

**Email:** [simoneg@burnabynh.ca](mailto:simoneg@burnabynh.ca)

**Closing Date:** Until suitable candidate is hired