



Office Administrator

TYPE OF POSITION: Permanent/Full Time

HOURS OF WORK: 37.5 hours per week

SALARY: \$28.00 per hour

**We strongly encourage applications from members of communities that are marginalized or that experience structural discrimination including those identifying as Indigenous, people of colour, members of non-dominant ethnic, religious, linguistic, and/or cultural groups, women, (im)migrants/newcomers, people with (dis)abilities, and LGBTQ2S+ people. The Foundation believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.*

About the Central Okanagan Foundation

The Central Okanagan Foundation has been supporting Kelowna and area since 1977. As a community foundation, the Central Okanagan Foundation's mandate is to provide collaboration and stewardship in building an inclusive, equitable, and resilient community. We are the host foundation that provides funding to valuable charitable projects.

General Accountability

Reporting to the Executive Director this position ensures that the Central Okanagan Foundation office and organization runs effectively by providing administrative and technological support to the Executive Director, foundation staff, the Board of Directors and committee members, and plays a vital role in achieving the strategic objectives of the Central Okanagan Foundation. This position coordinates and supports Central Okanagan Foundation's communications initiatives including overall responsibility for the Central Okanagan Foundation website, social media, external communication channels that stakeholders and donors use to communicate with the foundation.

Office Administrator General Description

This position is responsible for initiating and performing a variety of tasks in support of the strategic organizational, governance, general office and Executive Director assistance, as well as marketing, board and committee meetings, as well as assisting in the efficient and optimal functions of the Central Okanagan Foundation in upholding our reputation, awareness, and maintenance of strategic goals.

The Office Administrator performs a wide range of related duties associated with board and stakeholder engagement, marketing, publications, website (print and electronic), advertising, special events, internal communications efficiencies, and ensuring a consistent voice and brand for the foundation, both internally and externally.

Office Administration

- phone and front desk reception
- donations: coordinates donor and stakeholder meetings
- mail processing: mail outs, stamping incoming mail and directing to appropriate person
- documents - scanning and filing
- maintain office filing system, manual hard copies and electronic files
- work with business software to systematically input donor, supporter, supplier and volunteer information and produce reports
- coordination of board and committee meetings, agendas, minutes
- identifying and ordering office supplies
- identify areas where office services could be made more efficient and effective, seek out solutions with Executive Director approval, implement

Communications

- updating and maintaining the website
- monitoring and maintenance of social media platforms: Facebook, Twitter, YouTube, Instagram, LinkedIn, etc
- develop and distribute media releases
- assist with design, production and distribution of Central Okanagan Foundation marketing materials: Annual Report, presentation packages, advertisements, etc. Liaise with designers and writers
- event planning and execution

Board of Directors, Executive Committee & Community Engagement Committee Support

- agenda preparation and distribution
- act as recording secretary at meetings – prepare and distribute minutes

Your complete application package must include a cover letter, resume, and the names of at least 2 work-related references. Please ensure that “Office Administrator” is quoted in the email subject line. Submit applications to info@centralokanaganfoundation.org.

Only those selected for an interview will be contacted. We are committed to employment equity and encourage applications from all qualified candidates.

The posted main duties list may not contain all duties and responsibilities required.

Closing Date: February 24.2023

January 2023