

Position title:	Administrative Coordinator (Part-time, 0.25 FTE)
Reports to:	Executive Director
Date reviewed:	03/2026

Position Overview

The Administrative Coordinator supports smooth day-to-day operations and assists with community programs, events, and communications in collaboration with the Executive Director and Communications Coordinator. The role requires strong organizational skills, attention to detail, and the ability to maintain confidentiality in accordance with regulatory requirements. The ideal candidate has experience with Microsoft Office tools and familiarity with the Columbia Valley and the non-profit sector. This is a flexible, in-person position.

Responsibilities

<i>Core Function</i>	<i>Time Requirement</i>	<i>Tasks</i>
Neighbourhood Small Grant (NSG) Program Coordination	40%	<ul style="list-style-type: none"> • Create and distribute NSG marketing materials • Guide NSG Project Leaders through the application and project delivery phases • Attend NSG events on behalf of the Foundation • Support the NSG Adjudication Committee by organizing review materials and facilitating adjudication meetings • Prepare grant stories for the Foundation's website
Administrative & Office Support	30%	<ul style="list-style-type: none"> • Maintain accurate donor, event, and financial records through timely data entry • File organization and maintenance • Prepare onboarding materials for new volunteers • Prepare presentation materials and donor correspondence • Support the Executive Director with administrative projects, including Board of Directors coordination
Event & Meeting Coordination	20%	<ul style="list-style-type: none"> • Identify event requirements and research and recommend vendors based on quality, creativity, and cost • Coordinate logistics including venue booking, vendor management, and day-of details • Manage registrations, attendance tracking, and on-site issue resolution • Work with the Communications Coordinator to prepare event materials

Communications Support	10%	<ul style="list-style-type: none"> • Create assigned social media posts and support updates to the Foundation's website

Skills & Qualifications		
Direct Reports	<ul style="list-style-type: none"> • None 	
Education	<ul style="list-style-type: none"> • Post-secondary completion (college or university) preferred 	
Experience	<ul style="list-style-type: none"> • 1–2 years of office experience • Experience in working with non-profit organizations is an asset 	
Technical Skills	<ul style="list-style-type: none"> • Strong knowledge of Microsoft Office computer software • Experience in working with Customer Relationship Management (CRM) and data management tools. • Experience in project management with strong planning and organizational skills • Proficient with content creation tools such as Canva and WordPress • Valid class 5 driver's license 	
Interpersonal & Communication Skills	<ul style="list-style-type: none"> • Strong written and oral communication skills: demonstrates openness and honesty, actively listens, clearly expresses ideas, and provides constructive feedback • Strong interpersonal and relationship-building skills, with experience working both independently and in a team 	
Professional Attributes	<ul style="list-style-type: none"> • Strong attention to detail and accuracy in administrative and organizational tasks • Discretion, professionalism, and sound judgment in handling confidential information • Adaptability in a dynamic environment with shifting priorities • Strong decision-making and problem-solving skills • Willingness to learn, seek guidance, and adopt new tools and processes • Commitment to high ethical standards and professional behaviour • Ability to identify and implement practical system improvements • Lived experience or knowledge that supports the Foundation's purpose 	
Working Conditions	<ul style="list-style-type: none"> • 0.25 FTE (10 hours per week) with growth in hours expected within 12 months • In-person in a shared office environment • Flexible scheduling • Occasional evening or weekend work may be required for events 	