



## VOLUNTEER ENGAGEMENT & ADMINISTRATIVE COORDINATOR

### Fraser Region

Permanent, Full Time

#### ABOUT THE POSITION

The volunteer Engagement & Administrative Coordinator is responsible for implementing effective and efficient volunteer engagement processes to ensure the region's volunteer engagement needs are met and volunteers have a positive experience with the Society. Administrative support is also required to increase capacity for the Community Service Manager and Field staff to deliver dementia programs and services to clients across the region. *Please note, the Society's hybrid work policy supports remote work, with occasional travel required. Some travel around the **Fraser region** is required with occasional evenings and weekend work.*

#### ABOUT YOU

You have a post-secondary degree with three to five years of experience in Volunteer Engagement and Administrative Coordination in Health or Social Agency, OR an equivalent combination of education and experience. You also have:

- Thorough working knowledge of the Microsoft Office suite of programs, including Teams; basic design skills and experience with spreadsheets and databases.
- Knowledge of volunteer engagement cycle best practices
- Understanding of administrative support tasks, project timelines, event planning and logistical duties including meeting planning and travel requirements.
- Knowledge of service provision in a non-profit environment strongly preferred.
- Strong organizational and time management skills and meticulous attention to detail.

**PLEASE NOTE:** The successful candidate will be asked to provide proof of full COVID-19 vaccination and will also be required to obtain clearance through the BC government online criminal record check system.

#### RESPONSIBILITIES

- Facilitating volunteer recruitment and onboarding activities and processes for regional volunteers, including information tracking on the Society's Volunteer database platform, Better Impact.
- Building, coordinating, and supporting a team of office/service support and community outreach volunteers to expand capacity and reach within the region.
- Assisting with scheduling and coordinating volunteer training and program shadowing for Support Group Facilitator volunteers.
- Administrative support for projects and regular activities as assigned by Regional Manager, including:
  - Preparing contracts, invoices, expense and mileage claims for approval
  - Assisting with new staff recruitment and onboarding (e.g. coordinating recruitment, scheduling interviews and reference checks, scheduling orientation and training
  - Preparing agendas and notes for staff meetings
  - Collecting and preparing program and service data for reports, funding requests, program planning, etc.
  - Managing office materials, supplies inventories and contractor visits at three Resource Centres
  - Maintaining updated records and files and assisting with organizational tasks
  - Providing timely and efficient administrative follow-up for various projects and action items, including provincial initiatives.
  - Providing admin and coordination support for the region's Annual IG Walk for Alzheimer's events

- Attending and participating in events in the community for the purpose of sharing information and raising awareness.
- Other duties as required to support program and service delivery to meet organizational goals.

## ABOUT US

We offer a flexible work environment, including opportunities for a nine-day fortnight and the possibility of working remotely within a hybrid work model. We also offer:

- Excellent employee benefits package.
- Competitive starting salary range of \$48,000 to \$54,000.
- Participation in Group RRSP.
- Employee and Family Assistance program for you and your dependents.
- Growth and learning opportunities, including support for appropriate training and development initiatives.
- Generous leave provisions (four weeks' vacation, personal days, etc.).
- 13 paid statutory holidays a year.

There are approximately 85,000 British Columbians living with dementia, and this number is growing. For every person living with dementia, there are many more people affected, including family, friends, co-workers and other members of their communities. Our vision is of a world without Alzheimer's disease and other dementias and that world begins with a more dementia-friendly society, where people affected by dementia are acknowledged, supported and included. When you work for the Alzheimer Society of B.C., you help us realize that vision by connecting more British Columbians to the support and education they need at any point on their dementia journey. You help us challenge stigma and change the future for people affected by dementia. You help us show people affected by dementia that they're not alone.

*Equity and diversity and inclusion are essential to societal change and healthy workplaces. An open and diverse community fosters the inclusion of voices that have historically been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.*

## TO APPLY

If this sounds like you, we would love to hear from you.

EMAIL (Only PDF or Word documents are accepted) your resume and a cover letter that details how your experience and qualifications match this opportunity. Please include your salary expectation.

Human Resources  
Alzheimer Society of B.C.  
300 – 828 West 8th Ave  
Vancouver, BC V5Z 1E2

[humanresources@alzheimerbc.org](mailto:humanresources@alzheimerbc.org)

**This posting will remain open until the position is filled.  
We encourage you to apply as soon as possible.**

We sincerely thank all applicants for their interest in the Alzheimer Society of B.C. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

To find out more about the Society, our programs, and about First Link® and the Dementia Helpline, visit [www.alzheimerbc.org](http://www.alzheimerbc.org)



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