



VANCOUVER ABORIGINAL CHILD & FAMILY SERVICES SOCIETY

JOB POSTING

OFFICE MANAGER / SUPERVISOR

Status: Permanent full-time
Hours of Work: 8:30 - 4:30 Monday to Friday
Closing: Open until position is filled
Union Position: BCGEU Grid 14
Location: 471 East Broadway, Vancouver BC

Use your skills and experience to make a lasting difference in Vancouver's Aboriginal community!
Receive a competitive salary of **\$46,336.92 to \$52,488.28** PLUS a comprehensive benefits package!
Take on a challenging role that provides membership in the Public Service Pension Plan!

VACFSS is looking for a motivated Office Manager for the Child Protection department. This position requires the training, mentoring, supervising, performance management and the overseeing of work assignments for administrative support staff in an urban child protection program responding to incidents of crisis and supportive interventions. You will demonstrate team work, leadership, organizational and interpersonal skills.

There is a requirement for participating in OSH meetings, completing OSH minutes, completing OSH 471 East Broadway Office tasks, and filing of OSH information. You will ensure the safety of the building as well as follow-up regarding building maintenance, repairs, and coffee/water services. You will provide cross coverage when the other Office Manager is on leave including supervision of all the administrative assistants. Weekly supervision meetings with each Child Protection administrative assistant as well as bi-weekly team meetings are of this position.

For more information, please the job posting on our [Employment Opportunities](#) webpage.

QUALIFICATIONS

- ◇ A diploma in a business or administrative program and at least one-year previous supervisory experience and;
- ◇ Three years administrative experience demonstrating progressively more responsibility is required or
- ◇ An equivalent combination of education and experience may be considered.
- ◇ Experience in a nonprofit organization is preferred.
- ◇ Experience and proficiency in using Windows-based computer applications is required.

SKILLS AND ABILITIES:

- ◇ Excellent oral, written, and interpersonal communication skills.
- ◇ Demonstrated teamwork, leadership and supervisory skills.
- ◇ Well-developed planning, organizing, time management and administrative skills.
- ◇ Ability to exercise judgment, discretion, tact and diplomacy in dealing with others.
- ◇ Ability to supervise, direct and train staff
- ◇ High degree of tact and good judgment
- ◇ Ability to meet and deal with the public
- ◇ Ability to establish priorities, complete assignments on time and work under limited direction.
- ◇ Strong conflict resolution skills



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ABOUT THE BENEFITS:

In exchange for your contributions to VACFSS, you will receive a competitive salary and a comprehensive benefits package, including:

- ◇ Medical, extended health, and dental
- ◇ Group life
- ◇ 100% employer-paid premiums
- ◇ 3 weeks of vacation
- ◇ Eligible for the VACFSS flex program after passing probation
- ◇ Membership in the Public Service Pension Plan

APPLICATION PROCESS:

Interested applicants may apply at www.vacfss.com or by using the following link:
<https://vacfss.wufoo.eu/forms/r1dbtk6v16t2lzf/>.

Applications will be accepted only by qualified Aboriginal candidates per Section 41 of the Human Rights Code.