



## **Job Posting: Administrative Assistant (Part-Time)**

Umbrella Multicultural Health Cooperative is a member-driven, not-for-profit, community health Centre (CHC). Our members are people who face language and cultural barriers accessing health care. Our mission is to provide practical access to affordable and holistic health care services that are appropriate in culture and language for those without access to health security.

We work with a Cross Cultural Health Broker (CCHB) Model. CCHBs are multicultural, multilingual health care workers who facilitate communication between patients, service providers and health and social service systems.

### **Summary of the Position**

The Administrative Assistant works as part of a team and provides general administrative support to the organization. With support and supervision of the operations and administrative manager, the role performs a variety of administrative tasks that support the day-to-day operations of the organization. This position plays a vital role in implementing improvements in the administrative processes in place to support the growth of the organization.

### **Duties and responsibilities**

1. Organize and schedule organizational, team and committee meetings
  - Manage digital calendars
  - Coordinate availability of all staff involved to schedule meetings
  - Schedule virtual meetings, draft meeting agenda and communicate to staff involved
  - Attend team meetings and take meeting minutes
2. Perform basic bookkeeping tasks including:
  - Processing bill payments, mailing cheques, making deposits, invoicing, etc.
  - Support in the reconciliation of monthly bank and credit card statements
  - Manage petty cash
3. Assist in the procurement of office supplies and equipment and keep inventory up to date
4. Improve and maintain the organization's filing system (digital and paper), keeping files and documents in order
5. Create and update operational and administrative procedures, and distribute and communicate with team members as needed
6. Assist in the renewal of insurance coverage, as required
7. Promote and deliver excellent customer service that reflects the organization's values
8. Carry out general administrative duties such as filing, typing, copying, scanning etc.
9. Strictly adhere to Umbrella Co-op's privacy and confidentiality guidelines
10. Adhere to Umbrella Co-op COVID-19 Safety Plan

### **Qualifications**

Required Skills and Education:

- Completion of post-secondary education and/or equivalent work experience
- Fluency in English. Fluency in one of the languages of the communities we serve is an asset
- Demonstrated knowledge of office and administrative systems and procedures such as filing, record keeping, expense tracking, etc.

- Proficiency with spreadsheets, data bases and word processing, and ability to organize details and develop effective work plans
- Ability to manage shared digital calendars
- Ability to conduct research with publicly available sources
- Demonstrated excellent communication skills necessary to provide compassionate, respectful, and timely support over the phone and in-person to staff, community members and other stakeholders
- Ability to navigate Mac OS computers, Microsoft applications, cloud-based systems and other digital communication platforms (Zoom, WhatsApp, etc.)
- Strong ability for time management, prioritization, and organization
- Ability to take initiative and solve complex problems working independently and in a team environment
- Demonstrated ability for relational practice, active listening, and building trust with all stakeholders
- Demonstrated ability to manage risk and maintain confidentiality

Preferred Skills:

- Experience working in culturally diverse community-based setting
- Working with diverse, immigrant, and refugee communities

### **Working conditions**

As a community service organization, the work at Umbrella Co-op is demanding and rewarding. Umbrella Co-op is committed to providing an emotionally and physically safe working environment where employees can thrive in their roles.

The role of the administrative assistant directly impacts the performance and efficiency of the day-to-day operations of the organization and its programs, and high attention to detail, time management and planning is required. The role works independently and as part of a team, and communicates daily by telephone, email, web applications and/or in-person with team members and other stakeholders.

### **Physical & Mental requirements**

The administrative assistant works in-person at our office in New Westminster, and Umbrella Co-op's COVID-19 Safety Plan is in place to protect the health and safety of everyone entering the office. Strictly following guidelines and procedures is important to keep a safe workspace.

The position requires frequent scheduling, data entry and research with extended periods of time sitting stationary in front of a monitor. The role requires adaptability to changing project needs or meeting unexpected deadlines, and collaborative and open communication with the team is encouraged to prioritize tasks.

Occasional heavy lifting of office supplies and equipment may be required, and the administrative assistant is encouraged to reach out to team-members if assistance is needed.

As per the current Public Health Orders (Hospital and Community – Health care and other services), as of October 26, 2021, all employees working at Umbrella Multicultural Health Co-op must be fully vaccinated for COVID-19. Proof of vaccination status will be required.

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**JOB TYPE:** Part-time position, 20 hours per week to be scheduled within Monday to Friday 10AM to 5:30PM, temporary six-month contract (March 1 to August 31, 2022)

**WAGE AND BENEFITS:** \$20.14 to \$21.83 per hour depending on experience, and a full range of benefits including extended health and dental benefits, and a group retirement plan.

**EXPECTED START DATE:** March 1, 2022. Posting will be published on our website until the position is filled.

**APPLICATION INSTRUCTIONS:** Please submit a one-page cover letter and your resume, all in one document, with the title: “[InsertYourName].Administrative Assistant Position” to [info@umbrellacoop.ca](mailto:info@umbrellacoop.ca)

For more information, please visit our website at [www.umbrellacoop.ca](http://www.umbrellacoop.ca)

We kindly thank you in advance for your interest and application; however, only selected candidates will be contacted for an interview.