

ADMINISTRATIVE COORDINATOR

Job Reports to: Volunteer Program Manager

Category: Part-time (20-30 hrs per week), maternity leave cover for 18 months with potential for ongoing,

Location: Kamloops, British Columbia. Potential for hybrid work after three (3) months..

Salary: \$22-24/hour

Benefits: 50% employer paid extended health benefits

International Travel: Opportunities to visit DWC project sites on volunteer trips after one (1) year

Paid Time Off: Three (3) weeks' vacation, birthdays, and statutory holidays

Closing Date: Open until suitable candidate is found.

Developing World Connections is an international development charity. Its mandate is to address issues of poverty and social justice throughout Africa, Asia and Latin America. This work is carried out by sending volunteer teams and implementing long-term, donor-funded projects directly with its in-country partners.

Developing World Connections is committed to a positive and collaborative work environment where all employees are appreciated for who they are and what they contribute. Here's a peek at the great things you'll be doing.

Key Duties:

- Customer service including requesting and filing documentation,
- Collect, calculate, code and run reports on volunteer trip donations through the CRM,
- Manage receipting software for account reconciliation support,
- Reception services and general clerical duties such as filing, mailing and ordering,
- Event coordination and promotional campaign support (fundraisers, golf tournament),
- Manage office-wide calendar and take notes for meetings,
- Evaluate workload to ensure high priority work is completed in a timely manner,
- Other admin tasks as required.

Requirements:

- Strong MS Office skills (Outlook, Word, Excel),
- CRM database experience,
- Detail oriented, motivated and able to take initiative with minimal supervision while maintaining a positive, friendly attitude,
- Ability to adapt to shifting priorities and manage multiple deadlines,
- Perform repetitive tasks with accuracy,
- Excellent communications and customer service skills.

Preference will be given to candidates with a degree in business administration, communications or equivalent.

Required Office Hours:

20-30 hours per week depending on workload expectations. This position can be flexible to accommodate the right candidate. Some hybrid hours are possible after three (3) months. Work hours are expected to be performed during DWC's office hours - Monday to Friday, 8:30am - 4:30pm.

If you are interested in this position, please send a cover letter and resume and quote *Administrative Coordinator* in the subject line.

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DEVELOPINGWORLDCONNECTIONS

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Applications to be directed to:



joy@developingworldconnections.org

Check us out



developingworldconnections.org



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instagram.com/developingworldconnections

Only short-listed candidates will be contacted.