



POSITION TITLE: Office Coordinator  
REPORTS TO: Executive Director

#### JOB SUMMARY:

The Office Coordinator works in accordance with the mission, vision and values of Saanich Volunteer Services Society (SVSS). The Office Coordinator is responsible for the general office duties ensuring operations run smoothly supporting SVSS service and program activities. The Office Coordinator works closely with other SVSS team members in the successful delivery of programs and services to promote independent living and enhance quality of life for Saanich residents.

#### RESPONSIBILITIES:

1. Fosters and maintains positive, collaborative relationships with team members.
2. Contributes toward general office maintenance including liaison with municipal employees regarding building maintenance.
3. Operates office machines, such as the photocopier, scanner and fax machine as well as the telephone and voicemail systems.
4. Provides basic operation of office equipment instruction to new office volunteers and staff.
5. Maintains the service contracts for the office equipment and troubleshoots problem solving for equipment when necessary.
6. Coordinates all office PC, software and technical support needs in consultation with the Executive Director.
7. Maintains the backup server on a daily basis.
8. Facilitates office PC, software and technical support as needed in consultation with the Executive Director.
9. Manages inventory including orders equipment and office supplies
10. Manages office cleaning services including maintaining inventory and ordering of kitchen and bathroom supplies.
11. Arranges for all external office printing work.
12. Maintains secure filing system adhering to risk management procedures.
13. Maintains volunteer hours, mileage and activities database; producing monthly reports for internal and external use.
14. Maintains contact directories and other agency information records as requested.
15. Provides support to fundraising activities as requested.
16. Provides input, where relevant, with respect to presentations, promotions and agency related issues and processes as requested.
17. Complies with the SVSS health and safety management program and all applicable safety standards, regulations, directives and procedures.
18. Communicates issues of concern related to SVSS to the Executive Director.
19. Performs other related duties as assigned and as reflective of individual strengths.

QUALIFICATIONS:

EDUCATION

- Secondary school graduation and completion of a recognized post-secondary Business Management program or equivalent combination of education and training.
- Current First Aid (to be renewed upon expiry)
- Clear Police and Solicitor General Criminal Records Checks

KNOWLEDGE, SKILLS AND ABILITIES:

- Minimum of 2 years recent related experience, ideally in a not-for-profit organization
- Proficient in all office routines and equipment operations.
- Proficient in use of PC and software including but not limited to word processing and database management, MSWord and publisher, Adobe, Excel, Integrated Volunteer Data Management System (IVDMS), internet and email
- Ability to communicate effectively by phone, in person and in writing including business writing and documentation skills
- Demonstrate positive interpersonal skills and a collaborative attitude toward maintenance of shared office spaces
- Ability to initiate improvement, follow policy and to work with minimum of supervision
- Manage time, workload and conflicting priorities effectively and efficiently
- Ability to maintain confidentiality
- Ability to operate related equipment

Staff Member Acknowledgement:

I have read and agree to this position description. I understand the requirements of this position and will make every effort to fulfill the duties and succeed in this role.

\_\_\_\_\_  
Staff Member *Please Print*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Staff Signature (*Please Sign*)

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*For Office Use*

Completed by:	Effective Date:
Approved by:	Review Date: