



JOB POSTING

Posted: October 30, 2017

ADMINISTRATIVE COORDINATOR

Vancouver Co-op Radio, CFRO 100.5 FM is a non-profit, listener-supported, multi-lingual community radio station that has provided Vancouver with alternative public affairs, music, and arts programming since 1975. Co-op Radio produces creative and engaging programming for communities whose voices are underrepresented in the mainstream media. We broadcast over 90 different programs produced by over 250 volunteer programmers.

Reporting to the Executive Director, the Administrative Coordinator is responsible for managing the administrative details associated with running a volunteer driven community radio station.

About you

- Extremely organized and easily able to function well juggling many tasks,
- Respectful of deadlines, filling out forms and being on the ball
- Very comfortable with a Windows environment, and with email and social media communication
- Like to be on top of lots of small administrative details that are essential for the running of a community-based organization
- Thrive on organizing systems to make them efficient and useful
- You are a resourceful and creative problem-solver with the organizational skills to manage policies and systems for volunteers with diverse needs
- Excel at being self-directed, know what your responsibilities are in a team environment and follow through on those responsibilities
- Invested in alternative media and the mandate of the Co-op Radio YOU
- Like to work in an environment with critically minded people who come from a diverse range of backgrounds

Position Overview

- Paying bills, writing cheques, making bank deposits, managing banking and cash flow
- Administering employees including payroll, T4's, benefits, contracts and timesheets
- Keeping track of regulatory and funding deadlines
- Writing reports for the executive director
- Tracking and assisting with grants writing process
- Administration of donations and donorperfect (our fundraising database)
- Participating in fundraising, volunteer outreach and appreciation



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- Assist with Members/Donors communications and acknowledgement
- Keeping appropriate filing systems
- Purchasing and Managing supplies
- Assist with AGM
- Other as directed by Executive Director

Scope

- **REPORTS TO:** Executive Director
- **FTE:** 10 hours per week
- **WAGE:** \$24.44/hour with extended medical benefits
- **VACATION:** 5 Weeks
- **START DATE:** ASAP
- **Permanent Position:** within the Unifor (Local 3000) collective agreement

TO APPLY

Please submit, in one PDF, your cover letter and your resume, document labelled yourfirstname_yourlastname.pdf to ed@coopradio.org

Application Deadline: Friday December 1, 2017 at 5:00 pm

Some evening and weekend hours are required to accommodate board and membership meetings. Following a successful probationary period of 4 months the position includes a comprehensive extended benefits package and generous vacation entitlement.

Vancouver Co-operative Radio is an affirmative action employer. We welcome applicants from underrepresented groups including but not limited to Indigenous people, people of colour, trans and queer-identified people, people with disabilities and people with multilingual skills and backgrounds.

We thank all applicants; only short-listed candidates will be contacted.