

Job Posting

Office Administrator

Decoda Literacy Solutions is British Columbia's only province-wide literacy organization, providing resources, training and funds to support community-based literacy programs and initiatives in over 400 communities. We work to increase the literacy and learning skills of children, youth, adults and families to improve their quality of life at home, at work and in the community.

Our vision is a British Columbia where everyone has the literacy skills they need to thrive in their communities. We value inclusion, resiliency, integrity and optimism. We value diversity, different perspectives and ideas that benefit the Team and communities we serve. We welcome applications from individuals with diverse abilities and from all backgrounds and identities and encourage applicants to indicate if they belong to any designated group in their application.

The Office Administrator maintains efficient office processes and provides support for the Controller, Executive Director and Decoda staff. The Office Administrator reports to the Controller.

Responsibilities:

- Support Decoda office processes, ordering supplies, liaising with the landlord and answering phone calls
- Organize meetings, including location and hosting requirements, agendas and minute taking; maintains confidentiality when attending Board meetings to take minutes
- Maintain, organize and secure files and documents
- Manage *The Westcoast Reader* subscriptions
- Manage Decoda's contact records
- Support the planning and organization of the biennial Decoda Literacy Conference
- Carry out tasks and projects as required, including:
 - Enter data for various Decoda projects
 - Provide support for the Decoda Literacy Library
 - Fill orders and prepare materials for shipping
 - Complete basic bookkeeping tasks under the direction of the Controller
 - Research fund development prospects
 - Help with Decoda events and initiatives

The Office Administrator carries out other projects and duties as required.

Education and experience:

- Diploma or certificate in Office Administration or equivalent education and work experience
- 1-3 years office administration experience

Skills & Abilities:

- Excellent communication skills
- Strong time-management skills
- Advanced Microsoft 365 skills, particularly Word, Excel and Teams
- Accurate data entry skills
- Able to work independently and as part of a high-functioning team
- Detail oriented and organized
- Sound understanding of office and financial procedures
- Able to lift heavy boxes such as supplies for distribution (up to 45 pounds)

Terms:

- \$23 - \$25 per hour, depending on experience
- Extended health benefits

This is a full-time position at 35 hours per week.

The successful applicant will work from our Vancouver office, with the option of occasionally working from home.

Decoda embraces a flexible, family-friendly workplace and encourages a work life balance.

Application:

Deadline to apply is January 11, 5:00 p.m.

Please send resumes and cover letter to info@decoda.ca. Use "Application-Office Admin" as the subject line.

We thank all applicants. Only those selected for an interview will be contacted.