

# 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 and families, youth, adults and seniors 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. We value courage, accountability, optimism and collaboration.

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

### Responsibilities:

- Maintain the organization's calendar system and info email account
- Maintain the Decoda office, ordering supplies, liaising with the landlord and answering phone calls
- Organize meetings, including location and hosting requirements, agendas and minute taking
- 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:**

- Postsecondary education and/or equivalent experience
- Previous nonprofit and/or administrative experience

## **Skills & Abilities:**

- Excellent communication skills
- Strong time-management skills
- Strong technology skills
- 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

## **Terms:**

- \$23 - \$25 per hour, depending on experience
- Extended health benefits (minimum of 24 hours per week)

This is a full-time position based on a 35-hour week. It will cover a one-year maternity leave.

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 is October 1 at 4:30 pm PT.

Please send resumes and cover letter to [info@decoda.ca](mailto:info@decoda.ca). Use "Application-Office Admin" as the subject line.

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