



Administrative Coordinator

Full-Time Position (37.5 hours/week)

About Kinsight

Kinsight is driven by a vision of a society where: ***Everyone's Welcome. Everyone Belongs. Everywhere.***

We are recruiting an Administrative Coordinator/Office Manager to help make this a reality by leading our support team. Our staff work day to day to promote healthy development, inclusion and full participation for all people. We offer support services to families of children, youth and adults with developmental delays and disabilities in a number of different community settings across New Westminister, Coquitlam, Port Coquitlam, Port Moody, Anmore, Belcarra and beyond. We are looking for someone who has the skills and is ready to make a long term commitment to building a better workplace and redesigning office systems and supports.

About the Administrative Coordinator Role

- Supports and supervises the administrative staff and clerical work of the Kinsight at all work sites (Tri-Cities and New Westminister)
- Performs a variety of administrative, event coordination and project work
- Provides administrative support to the senior management team involving matters of a confidential nature

About the Successful Candidate

You are a values-driven, hands-on individual who takes great pride in your work. You are a self-starter who likes people and wants them to be successful. Success is seen as having people get what they need in a timely and precise fashion so that they can effectively do their work. You are both a planner and a doer. Your skills, experience and training includes:

- Degree or Diploma in Business Administration or equivalent combination of experience and education
- Proven interpersonal and supervisory skills including a well-defined sense of diplomacy, relationship building, negotiation skills, conflict resolution and listening skills.
- Three years of recent related experience
- Experience in exercising independent judgment and initiative, setting priorities and managing time effectively.
- Very high level of proficiency and comfort with computers, including Microsoft Office demonstrated ability to learn new things (experience with Wordpress an asset)
- Exceptional written and verbal communication skills
- Ability to maintain a high level of confidentiality and deal with sensitive information and circumstances

This is an exempt full-time position (37.5 hours a week) with moderately flexible work schedule that requires some weekends and evenings. Use of personal vehicle is required and mileage is reimbursed. We offer a competitive salary and benefits package including Municipal Pension Plan.

To Apply

If your skills, experience and ambitions match our needs, please submit your resume and covering letter to employment@kinsight.org or 604 936 3013

We welcome applications from all qualified candidates. Only those selected for an interview will be contacted.