SFU CHILDCARE SOCIETY – Office Administrator
Permanent Full-Time

WHO WE ARE
SFU Childcare Society is an internationally recognized childcare centre for quality early care and learning. We have provided and promoted a play-based, family-focused early care and learning program for children aged 0 to 12 for over 40 years.

HOW YOU FIT IN
The Office Administrator provides administrative support to the Executive Director, Program Directors, SFUCCS Board of Directors works collaboratively on office projects with the administration team.

This position is 37.5 hours per week, Monday to Friday, with a start date ASAP. Some evening hours will be required for Board and committee meetings.

DUTIES & RESPONSIBILITIES
- Preparation of correspondence, meeting minutes, reports, presentations, documents and forms and the creation of and management of spreadsheets
- HR functions including preparation of job postings, hiring letters, new staff on-boarding, enrollment of staff in benefits programs
- Maintenance of confidential information and confidential matters including; On-Call Staff calendaring system, employee personnel files, managing WorkSafeBC claims
- Regular maintenance and updating of Society website
- Scheduling and preparing for meetings, including room bookings and food service
- Assisting Accountant with supported childcare budgeting
- Organizes Society events, fundraising initiatives and grant writing

HIGHLY DESIRED QUALIFICATIONS
- Some post-secondary education or diploma in business administration, and two years of directly related experience
- Competency with a variety of word-processing, spreadsheet, and database software (Microsoft Office suite, Access) and intermediate ability with web-based applications
- Ability to type 50 words per minute with a high degree of accuracy
- Experience in managing large amounts of information and with human resources processes
- Excellent organizational skills, efficiency, and oral and written communication skills
- Experience in a non-profit, and/or unionized environment will be considered an asset

HOW TO APPLY
Please email a cover letter and a resume outlining your experience and education by September 28, 2017 to:
Pat Frouws, Executive Director, jha117@sfu.ca
Please indicate the position that you are applying for in the subject line and include all required documentation.
We will contact only those applicants selected for an interview.
The successful candidate will be required to complete a criminal record check.

COMPENSATION
Salary is $42,500 annually ($21.79/hour). Benefits include 100% family medical/single dental health coverage, prorated vacation entitlement of 4 weeks annually, sick leave benefits, transportation allowance, RRSP matching, and outstanding professional development opportunities.
SFU Childcare Society is an equal opportunity employer, pursuing diversity and valuing what diversity brings to the workplace. This position is open to applicants of any gender.