

Program and Office Administrator (Part Time)

Check Your Head (CYH) is a youth-driven non-profit organization. We encourage young people to understand and take action for social and environmental justice. Since 1999, CYH youth facilitators have delivered over 2,000 workshops across British Columbia and worked with over 60,000 young people.

CYH provides education, resources, training, and support for youth to live as engaged and active citizens within our local and global communities. Our work is motivated by the understanding that a healthy, democratic, and sustainable future depends on a generation of informed, empowered, and active young people.

Position title: Program and Office Administrator

Job summary: The Program and Office Administrator is responsible for overseeing office operations, managing day-to-day financial procedures, maintaining filing systems, and providing administrative, operational, and programming support to the staff team. There will also be opportunities for social justice program and project work. This position reports to the Executive Director.

Position details: Check Your Head is a Living Wage employer. This position is a 10-15 hours per week, \$16 - \$18 per hour (commensurate with experience) permanent staff position.

Location: Downtown Vancouver and possible travel within B.C.

Desired start date: October 1, 2012

Responsibilities:

- Manage and process office procedures (including invoicing, paying bills, bank deposits, and liaising with vendors, clients, and bookkeeper).
- Assist with grant writing and reporting duties.
- Oversee and supervise office operations and services.
- Maintain budget and cash flow for the organization.
- Supervise, review, and evaluate new and current administrative procedures.
- Liaise with board of directors to organize board meetings.
- Assist with project development and workshop facilitation.

Qualifications / Experience:

The successful candidate:

- Has a minimum of 3 years of educational or professional experience in social and environmental justice.
- Has experience working in an office environment, strong computer skills (especially Microsoft Excel and Apple/Macintosh Operating Systems), and the ability to manage office systems.
- Is detail-oriented, has strong writing and communication skills, and has experience working with financial documents.
- Is highly organized, possesses effective problem-solving skills, and is able to manage multiple tasks related to office administration in a timely manner.
- Has a demonstrated interest in the social and environmental justice issues that inform Check Your Head's work.
- Has a working knowledge of and commitment to the principles of anti-oppression and decolonization from an intersectional approach.
- Has a positive attitude, is creative, and able to work both independently and within a team environment.

Experience developing or facilitating workshops, writing grant proposals, managing budgets, and fundraising is an asset.

CYH is an equal opportunity and Living Wage employer that encourages people of colour, First Nations / Aboriginal individuals, newcomers and immigrants, members of the LGBTQ community, people of all genders and abilities, and members of other underrepresented communities to apply.

The closing date for applications is: Monday, September 24, 2012 at 6:00 p.m.

Please email your application to kaitlin@checkyourhead.org
Subject heading: Program and Office Administrator Application
Attn: Kaitlin Pelletier

Please send all application attachments in pdf format.

- Please name your cover letter: `firstname_lastname_cvrltr.pdf`
- Please name your resume: `firstname_lastname_resume.pdf`

We want to thank everyone who applies for this position in advance. Only successful applicants will be contacted for interviews. The successful candidate will be required to complete a criminal record check.