



*'Education is the most powerful weapon which you can use to change the world'- Nelson Mandela*

## **Job Posting: Administrative Coordinator**

Ready to Rent BC has a full time opening for an Administrative Coordinator.

Ready to Rent BC (R2R) opens doors through education. Our theory of change is that education is transformative and, alongside supports, a key component in developing the combination of knowledge, life skills and confidence in people to find and maintain housing and build successful tenancy. Ready to Rent builds capacity in housing providers and landlords and develops common language, common skills and community understanding between tenant and landlord and builds successful tenancies on both sides of the tenancy relationship. [www.readytorentbc.org](http://www.readytorentbc.org)

**Position Summary:** The Administrative Coordinator is a key role at Ready to Rent and oversees office and financial day to day management. Financial management includes all day to day financial operations, including, for example accounts payable and receivable, payroll and personnel, record keeping, remittances, customer and supplier accounts.

Office management duties includes supporting opportunity research, website administration, facilities management, human resources, and graphic design.

The Administrative Coordinator works closely with the Executive Director, Operations Manager and Program Coordinator. The Administrative Coordinator is a wonder person, whose role is key for effective operations and team and network support. .

The **Administrative Coordinator** reports directly to the Executive Director of Ready to Rent BC.

### **Qualifications:**

- Relevant post-secondary education an asset
- Excellent verbal and written communication skills
- Proficient in MS Office suite, Wordpress, Sage, Adobe InDesign
- Bookkeeping/accounting training
- Moneris or other e-commerce experience

### **Knowledge and Experience:**

- Prior bookkeeping, accounts payable /receivable, budget experience
- Familiarity with granting process, charitable non-profit administration and CRA requirements
- Knowledge of payroll administration, human resources, occupational health and safety.
- Knowledge of housing, homelessness and related sectors an asset

### **Responsibilities:**

#### **Financial Administration & Record Keeping**

- Day to day financial management
- Oversee customer accounts including billing and invoicing for events and materials
- Process payments including cheques, Paypal, Moneris and other e-commerce transactions



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- Monthly reconciliation of accounts payable / receivable. Prepare reports.
- Bookkeeping, financial and reporting data entry, remittances, management and filing
- Tracking and report out on financials for grant reporting, oversee funding agreements, opportunities, invoicing and communications
- Ensure and communicate monthly and periodic reconciliation of accounts and budgets

#### **Human Resources**

- Bi-weekly payroll administration
- Maintain employee records and personnel files

#### **Communications**

- Updates to Wordpress website as required
- Maintain and update documents, curriculum, print materials using Adobe InDesign
- Process emails, letters, and documents as required to the Executive Director, Director of Operations and other staff
- Manage software subscriptions, licensing, and IT support

#### **Facilities**

- Ensure office facility and office needs are maintained in good order

#### **Impact and Team**

- Participates in all weekly staff meetings and strategic planning
- Provide support for events, projects, and day to day activities
- Attending professional development
- Other duties as needed

#### **Skills and Abilities:**

- Excellent relationship management and problem solving skills
- Exceptional organizational and time management abilities
- High degree of professionalism with effective verbal and written communication skills
- Strong analysis and ability to take initiative identifying and solving potential problems
- Superb customer support in responding to inquiries, registrations and billing
- Able to work effectively in a fast paced environment juggling competing priorities and deadlines
- Responsive and motivated innovator working in a small nimble team running a growing organization committed to social impact, homelessness prevention and housing stability

#### **Hours and Location of Work:**

- 25 to 35 hours week, Monday to Friday. Hours can be flexible to accommodate availability or childcare needs.
- Ready to Rent Office 101-2860 Quadra St. Victoria BC

#### **Compensation:**

- \$40,000-45,000/year pro-rated to an FTE and commensurate with experience
- Benefits including paid vacation, sick time and paid professional development.

*Please send resume and cover letter to [ed@readytorentbc.org](mailto:ed@readytorentbc.org)  
Applications will be accepted ongoing until the ideal candidate is selected.*