

**Senior Administrator
Job Posting
Salary Range: \$70,000 - \$85,000**

Focused Education Resources (www.focusedresources.ca) is hiring a **Senior Administrator** to join their growing team of dedicated and skilled professionals who are passionate about supporting excellence in K-12 education in BC. Reporting to the CEO, the Senior Administrator is responsible for both developing and maintaining administrative systems, processes and procedures that support the smooth running of Focused Education Resources. This position provides senior administrative support to the CEO as well as Directors, Manager of Member Services and Board Members.

RESPONSIBILITIES

Board and Society Administration

- Arrange and draft meeting agendas, related documentation, and prepare and issue minutes and action statements; follow up as required on action items
- Coordinate and schedule all Board meetings, liaising with the CEO, Board Directors and/or their assistants
- Coordinate quarterly CEO report
- As directed by the Board Chair, organize and minute in-camera meetings
- Assist with communication from the Board and/or CEO to external members and stakeholders
- Maintain and prepare reports from manual or electronic files, mailing lists and databases
- Organize and maintain board-related filing for electronic records, including Dynamics CRM and Board Team
- Maintain the Board Policy Manual, ensuring it is reviewed and updated regularly
- Ensure Society records are submitted and up to date
- Organize all aspects of the annual AGM, including liaising with the Manager of Member Services to coordinate with annual conference

Organizational Administration

- As directed by the CEO, develop documents for general organizational use and maintain on an ongoing basis such as Employee Handbook, etc.
- Maintain specific Teams (Microsoft Teams) such as Board, Staff Resources and Training, and Executive
- Organize team meetings, quarterly planning, and social activities and events as directed
- Produce all contracts for external vendors and ensure contract procedures are followed
- Produce internal documents as directed by CEO

Departmental Administration

- Book travel, conferences, accommodation, etc. for Directors and other staff
- Schedule and provide support to all Advisory Committees and CIO meetings including attending and minuting meetings
- Support Directors on special projects. This may include, but is not limited to scheduling and minuting meetings, coordinating contractor assignments and corresponding with external stakeholders
- Maintain and track progress toward an ongoing list of deliverables for assigned projects
- Participate in activities supporting overall organization goals such as conferences, workshops and webinars



- Provide support to the Manager of Member Services or other staff for special events as required
- Develop and maintain administrative processes, which reduce redundancy and improve accuracy while achieving organizational objectives
- Provide mutual back-up support to other administrative staff as required
- Draft reports and other summary documents
- Use CRM to support contact with members

EDUCATION AND EXPERIENCE

- 5 years+ experience in progressive positions supporting senior management and board of directors, preferably in a non-profit or K-12 education setting
- 2+ years relevant post-secondary education and training
- Experience working with a CRM and in MS Teams
- Demonstrated experience coordinating multiple projects
- Demonstrated ability to work in a small team setting
- Not-for-profit-experience and understanding of Society's a strong asset
- Experience within a start-up operation or small firm in growth mode preferred

REQUIRED SKILLS

- Highly organized and detail oriented but able to adapt as priorities arise
- Proven business writing skills, proficiency in wording, tone, grammar, and punctuation
- Strong technical ability including proficiency in Microsoft applications and the ability to design PowerPoint presentations
- A positive "let's get this done" attitude, and an ability to execute independently with precision and accuracy with little oversight
- Excellent troubleshooting and problem-solving skills
- Strong customer focus, ownership, urgency and drive
- Excellent interpersonal skills with the ability to foster effective working relationships with managers, peers and external contacts
- Team player who strives to exceed expectations
- Ability to work independently with little supervision, and to function under pressure in an open plan office environment with regular interruptions
- Ability to meet multiple service demands simultaneously
- Ethics and confidentiality to handle sensitive information tactfully

WORKING CONDITIONS

- Vancouver office-based
- Hybrid work model - required time working in-office on average 2 days per week but is negotiable depending on location
- Attendance at meetings or organization events required

Diversity, equity and inclusion is a core value of Focused Education Resources, one that is strongly supported and demonstrated throughout the organization. All qualified applicants will be given fair and equal consideration regardless of ethnicity, race, sexual orientation, gender identity and expression, culture, disability, nation of origin, age, or religion.

If you are an innovative, collaborative team player who thrives in an environment where no two days are the same, then we would love to hear from you! **To apply**, please submit your resume and a cover letter outlining why you are interested in this position to: careers@chemistryconsulting.ca citing **Focused Education – Senior Administrator** in the subject line.