



The Public Health Association of BC is Hiring!

Administrative Coordinator

Victoria, BC

1.0 FTE

Overview

Reporting to the Operations Manager with oversight from the Executive Director, the **Administrative Coordinator** is responsible for handling the clerical and administrative duties of the association. Working alongside a second Administrative Coordinator, this position focuses on supporting the smooth operation of the organization through board, committee, and project meeting coordination, internal communications, and general administrative support.

The Administrative Coordinator will manage the organization's virtual and physical filing systems, coordinate mail pick-up and distribution, and assist with storage locker organization and inventory. This role also supports the preparation of grant applications by gathering administrative materials and provides backup logistical support for PHABC events, including registration tracking and materials preparation. Additional responsibilities include maintaining staff contact lists, supporting internal mailing systems and assisting with payroll and bank deposits in the absence of the Senior Financial Officer.

The ideal candidate will be confident in a dynamic environment with multiple projects and responsibilities, be a professional communicator, detail oriented, flexible, solutions-focused, and able to work independently. A valid driver's license and a personal vehicle are required to complete duties in town and occasional travel out of town for PHABC engagements. The position is located in Victoria, BC.

Background

The [Public Health Association of BC](http://www.phabc.org) (PHABC) is a voluntary, non-profit charity (est. 1953) that promotes and protects public health by actively working to advance the development and implementation of healthy public policy, by encouraging and facilitating research that supports public health and cooperating regionally, nationally and internationally with partner organizations. Its national linkages enable the PHABC to participate in dialogue and action on matters of interest across Canada. The PHABC has a long track record of fiscal and administrative stability and considerable experience with community development, continuing education, initiatives addressing the determinants of health and project planning, implementation, assessment and evaluation. PHABC has partnered with the federal and provincial governments to carry out significant knowledge development and exchange projects.

Key Accountabilities/Responsibilities

- **Primary Duties**
 - Coordinate meetings for the Board of Directors, standing and ad-hoc committees, project teams, and partners:
 - Schedule meetings, prepare and distribute agendas, take minutes, manage contact and distribution lists, and ensure timely follow-up
 - Maintain the filing systems, ensuring consistency, accessibility, and version control
 - Provide payroll support and complete bank deposits in the absence of the Senior Financial Officer
 - Maintain internal communications, including updating staff contact lists, managing internal newsletter subscriptions, and sending internal announcements as directed
 - Provide website backend support in collaboration with the Operations Manager, including updating pages, uploading documents, managing contribution and membership pages, and setting up event registration pages
 - Provide backup support for event coordination, focused on logistics such as booking venues, compiling participant lists, and supporting event-related communications
 - Support the preparation of grant applications by gathering required background and administrative information
- **Shared Administrative Responsibilities**
 - Provide general administrative support to the Executive Director, Senior Financial Officer, Operations Manager, and other staff as required
 - Answer and direct phone and email inquiries
 - Maintain physical and digital office records and administrative documents
 - Coordinate travel and event registration for staff and board
 - Assist with coordination and logistics for PHABC events such as the Annual Conference, Summer Institute, Annual General Meeting, and board face-to-face meetings
 - Support onboarding and offboarding processes for staff
 - Update and manage CiviCRM, including membership records and contact information

Qualifications & Skills

- Post-secondary education in Administration, Business, Public Health, or a related field
- Minimum 2 years' experience in a professional administrative or coordination role, preferably in a non-profit or public sector setting
- Familiarity with non-profit operations, governance, and reporting to a board of directors
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- Experience with WordPress, CiviCRM, Adobe Acrobat, and mailing services (e.g., Cyber Impact) is an asset
- Strong organizational, time-management, and administrative skills with attention to detail
- Ability to manage multiple priorities and deadlines in a fast-paced environment
- A solutions-focused, proactive, and flexible approach to work
- Strong communication and interpersonal skills with a respectful and collaborative attitude
- Valid BC Driver's License and access to a personal vehicle

Job Details

The selected candidate will be offered an employment contract including extended health & dental benefits, sick/personal/birthday leave, a personal phone/internet allowance, and access to the association's group savings plan following a successful probationary period of ninety (90) days.

- **Salary:** \$29.18/hour
- **Hours:** 40 hours/week (1.0 FTE)
- **Vacation:** 3 weeks paid vacation annually
- **Benefits:** Extended health & dental, paid sick/birthday/personal days
- **Stipends:** \$50/month internet allowance
- **Equipment Provided:** Laptop, mobile phone, software access
- **Work Style:** Hybrid work model (remote with in-town duties in Victoria as required)

To Apply

Please submit a resume and a cover letter detailing why you would be the ideal candidate for the position to **Christina Lavoie** at ops.manager@phabc.org by **Friday July 25th, 2025**. Please include "PHABC Administrative Coordinator Job Posting" in your email subject line.

Application Deadline: July 25th, 2025 at 11:59pm.

Interviews: July 30th & 31st, 2025 via Zoom

Anticipated Start Date: August 18th, 2025

We thank all applicants for their interest, however only those selected for an interview will be contacted.

PHABC is an equal opportunity organization and all qualified applicants will receive consideration for this position without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, or age.