

**Job Title: Administrative Coordinator**

**Reports to:** Executive Director

**Status:** Full-Time; Permanent

**Start Date:** July/August 2023

**Hours:** Monday to Friday, 9:00am to 4:30pm (shifts may be required outside these hours)

**Salary:** Negotiable (\$45,000 to \$55,000)

**Closing Date:** Open until a suitable candidate is found.

**Summary of Position:**

The Administrative Coordinator is responsible for a wide range of administrative, office management, volunteer, and event functions at the Chilliwack Museum & Archives. The Administrative Coordinator is a highly collaborative professional, working in consort with a dynamic team of colleagues. The Administrative Coordinator serves as an important representative of the Chilliwack Museum and Archives and is the first point of contact for volunteers, members, contractors, and partners.

**Duties & Responsibilities:**

**1. Office Administration**

- Responds to public inquiries via phone, email, and in-person;
- Responsible for general office supply orders for both the Museum and Archives building staff;
- Responsible for liaising with the janitorial team and ordering janitorial supplies;
- Responsible for all opening and closing functions of the Museum and monitoring the security cameras;
- Ensures that health and safety guidelines are met; completes facility safety and first aid kit inspections; completes basic janitorial tasks;
- Front desk coverage as required.

**2. Executive Director & Board Support**

- Coordinate and attend all CMA Team meetings, including preparing agendas, distributing meeting materials, and, taking and distributing meeting minutes;
- Assist the Executive Director with grants and reports by gathering supplementary information and gathering supporting documents;
- Prepare written reports or articles for the Society's publications and the general public, or for internal reporting purposes.

**3. Gift Shop Management**

- Oversees the administration of the Museum Gift Shop, including, managing a budget; updating the inventory system, and tracking sales; processing customer payments; fulfilling online orders, updating the online store; and completing reports.
- The Administrative Coordinator works collaboratively with other team members in ordering inventory and merchandizing the Gift Shop.

- Participates in the hiring process, trains, and supervises the Museum Attendants.
- Ensures the Gift Shop is tidy, organized, and free of hazards. Provides Gift Shop coverage as required.

#### **4. Event and Rental Coordination**

- Work collaboratively with the museum team to plan, promote, and organize major events, including, but not limited to: Exhibition opening receptions, annual fundraiser, the Annual General Meeting, and the Christmas Craft Fair.
- Liaising with external contractors for events, and coordinating drop-off/pick-up of supplies and equipment.
- Act as the point of contact for the Museum's rental program and offerings - respond to rental inquiries in a timely fashion; provide details on the rental packages, pricing, and availability; book rentals and facilitate the completion of paperwork and requirements – including collecting deposits, creating invoices; ensuring permits and insurance documents are submitted at the appropriate time.
- Maintains an inventory of rental supplies, ensures inventory is organized and in good condition.

#### **5. Volunteer Coordination**

- Recruits, trains, coordinates, oversees, and provides support to the Museum & Archives volunteer base;
- Organizes volunteer recognition events and activities.

#### **6. Membership Coordination**

- Support the development and coordination of strategies to strengthen and grow the CMHS's membership program;
- Oversee the day-to-day coordination of the CMHS's membership program: function as a liaison between the Museum and its members; answer queries in a timely fashion; provide information on membership levels; update membership records on a consistent basis;
- Develop, write, and distribute an online newsletter on a quarterly basis to the membership.

#### **7. Other**

- Other responsibilities as assigned by the Executive Director.

#### **Qualifications & Skills:**

1. University degree, in Business Administration, Office Administration, or another related discipline. An appropriate combination of education and experience may be considered;
2. 2-3 years' experience in an office management role, or proven experience and capacity to thrive in such a role;
3. First Aid Training and Occupational Health & Safety Training would be considered an asset;
4. Experience working with and coordinating volunteers;
5. Experience working with a Board of Directors in a not-for-profit environment preferred;
6. Experience with event coordination would be considered an asset;

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7. Excellent interpersonal and communication skills marked by professionalism, teamwork, and courtesy;
8. Able to work with minimal supervision; works well independently and as a team; flexible;
9. Strong organizational and time management skills.

**The successful candidate will be required to submit a clear criminal record check with vulnerable persons clearance.**

**The successful candidate must have a valid Class 5 Driver's license and access to a vehicle.**

The Chilliwack Museum and Archives is an equal opportunity employer. All qualified applicants are invited to apply by submitting their cover letter and resume to:

Shawna Dwyer  
Executive Director, Chilliwack Museum & Archives  
[shawna@chilliwackmuseum.ca](mailto:shawna@chilliwackmuseum.ca)

We look forward to reviewing all applicants, however, only those selected for an interview will be contacted.