



Employment Opportunity

FROG HOLLOW REGGIO-INSPIRED LEARNING CENTRE ADMIN SUPPORT

The Frog Hollow Reggio-Inspired Learning Centre Admin Support is a new role and will be key in assisting the Learning Centre's Director with administrative duties. The role will be responsible for ensuring the effective development and implementation of a variety of Learning Centre related administrative activities, under the direction of the Director of the Reggio-Inspired Learning Centre.

Responsibilities:

Areas of responsibility include organizing and maintaining registration data for Learning Centre participants, attending meetings with CCRR managers, community partners, workshop and Conference facilitators, and communicating with other Learning Centre team members to support ongoing projects as required. Meetings may include in-person and online formats, including some evenings. The Admin Support Coordinator will provide limited technical support for participants of online workshops, as well as supporting participants with Certificates of Attendance, bursary funds, and other duties as required, (eg, Learning Centre tours, assisting with planning catering and venue details for gatherings and workshops, and attending in-house trainings and gatherings). This position may require travel.

Qualifications:

- Skilled in administrative applications including Word, Excel, Accpac, PowerPoint
- Experience with social media and other tech related needs incl. setting up emails, passwords etc.
- Experience organizing events, carrying tasks such as catering, hotel arrangements, etc.
- Demonstrated goal setting, critical thinking, problem solving, planning, organizational and leadership skills.
- Demonstrated ability to comply with policies and procedures regarding privacy, confidentiality, record-keeping and reporting. Maintaining appropriate personal and professional boundaries, commitment to ethical service standards.
- Excellent interpersonal and communication skills, including excellent written communication
- Ability to work independently and as a member of a team, including service providers from other agencies
- Creativity, initiative, flexibility, ability to adapt in a changing environment and a sense of humor
- Ability to respect and work with a diverse range of employees, clients and community members including children, youth and families of all races, all religions, all cultures, all sexual orientations, all abilities and all economic levels.
- Passion for ongoing professional development and growth; willingness to learn to facilitate workshops for adults is a plus.

Salary: \$23.27 plus excellent benefit package: 3 weeks vacation time, paid sick time, medical, extended health, pension plan and professional development opportunities.

Hours: 35 hours/week

Start Date: March 15, 2024

*Please apply by email to Maryam Naddaf, Director, Frog Hollow Learning Centre
at maryam@froghollow.bc.ca by February 15, 2024*

For more information about FHHN and ANHBC, please visit www.froghollow.bc.ca and www.anhbc.org

Association of Neighbourhood Houses of BC (ANHBC) is an equal opportunity employer. Our work is centered on inclusion and equity, to build social connection and to break down discrimination through community building. We strongly encourage applications from people who identify as Black, Indigenous, and People of Colour (BIPOC), individuals with disabilities, and members of the LGBTQIA2S+ communities. Our total compensation and benefits package reflects our commitment to our staff and their family.

We thank and acknowledge all applicants and will proactively contact only those selected for interviews.

ANHBC Member Neighbourhood Houses:

Alexandra NH, Cedar Cottage NH, Frog Hollow NH, Gordon NH, Kitsilano NH,
Mount Pleasant NH, South Vancouver NH and Sasamat Outdoor Center