

FVWC Administrative Services Manager

Job Details

Job Title: Administrative Services Manager

Job Type: 1 year term-employee. 0.80 FTE (32 hours per week). Possibility of renewal.

Preferred start date: As soon as possible

Reporting Relationship: Operations Manager

Positions Available: 1

Compensation Range: \$28.00 to \$32.00 per hour - Exact rate will be reflective of the successful candidates experience and skillsets. Cellphone allowance and ability to influence a flexible schedule.

How to Apply and Application information

1. Prepare your application.

- Read through the job description (in the following pages) to ensure you meet the requirements and eligibility criteria.
- Prepare your application. In your cover letter and resume we strongly recommend you clearly outline how you meet the requirements and eligibility criteria.
- Preference will be given to candidates local to the Fraser Valley Regional District area (which includes candidates local to Hope, Chilliwack, Abbotsford, Mission and electoral areas).

2. Submit your application.

- **Applications will be accepted until the position is filled.**
- Please email a resume to: info@fvwc.ca
- Please title the email "*Administrative Services Manager- Job Application (your name)*" in the subject line.
- Hard-copy and/or late resumes will not be accepted.

3. 3. If you are selected.... advancing to the interview stage.

- Not all applicants will be contacted to advance to the next stage of the interview process.
- Applicants who meet the criteria may be selected for an interview need to be available for an in-person interview.

We thank all applicants who take the time to apply for this position.
Only applicants short-listed for the interview process will be contacted.

Job Description

Job Title: Administrative Services Manager	Reporting Relationship: Operations Manager	# Positions: 1
Scope of Position:	<p>The Administrative Services Manager plays a vital role in overseeing and optimizing the organization’s administrative operations, ensuring efficiency and alignment with strategic goals. This position requires a proactive leader who can effectively manage organizational processes, financial oversight, stakeholder communication, and policy implementation. The ideal candidate will have strong problem-solving skills, the ability to streamline workflows, and expertise in financial tracking, records management, and operational coordination. High proficiency in Microsoft Office Suite, digital communication platforms, and content management systems is essential.</p> <p>As a key support to leadership, the Administrative Services Manager will be instrumental in maintaining confidentiality with sensitive information, improving internal processes, and ensuring smooth daily operations. This role requires adaptability to changing work volumes while upholding the organization’s conservation values. Through collaborative teamwork and strategic oversight, the position fosters a well-organized and efficient work environment that enhances the impact of FVWC’s initiatives.</p>	
Employment Type:	<ul style="list-style-type: none"> • Term-Employee • One year agreement with possibility of renewal. 	

Key Duties & Responsibilities

Administrative Support	<ul style="list-style-type: none"> • Develop, manage, and update information within databases. • Supervise office operations, ensuring the availability of resources, office supplies, and the proper maintenance of equipment. • Oversee and coordinate Board of Directors meetings, including agenda preparation, documentation, and follow-ups on action items. • Plan and support Annual General Meetings • Implement and maintain administrative policies and procedures.
Communication	<ul style="list-style-type: none"> • Prepare and oversee the development of meeting minutes, reports, presentations, and briefing materials to support leadership and organizational decision-making. • Act as a key liaison between leadership and internal/external stakeholders, including board members, partners, volunteers, and the public, ensuring clear and professional communication.

	<ul style="list-style-type: none"> • Manage and direct organizational communications, ensuring timely, accurate, and confidential correspondence across all channels.
Meeting and Event Coordination	<ul style="list-style-type: none"> • Organize logistics for internal and external meetings, including venue selection, catering, and technical setup.
Financial Management	<ul style="list-style-type: none"> • Manage financial reconciliation processes, ensuring accuracy in bank account reconciliation and transaction records. • Supervise and support financial operations, including batch processing, cheque payments, and compliance with accounting procedures. • Review and analyze general ledgers, ensuring financial integrity in preparing tax receipts, charity returns, and financial reports. • Track organizational revenue and expenses • Identify and secure funding opportunities, leading grant applications, sponsorship initiatives, and donor engagement strategies.
Research and Project Management	<ul style="list-style-type: none"> • Support project management activities, including timeline tracking and coordination of resources.
Confidentiality and Discretion	<ul style="list-style-type: none"> • Organize and maintain files and databases in a confidential manner, respecting privacy, and security protocols. • Uphold a high level of discretion and confidentiality regarding all aspects of the role.
Flexibility and Problem-Solving	<ul style="list-style-type: none"> • Adapt to changing priorities and schedules, demonstrating flexibility in meeting the needs of the senior staff. • Employ problem-solving skills to address challenges and streamline processes for efficiency.
Website & Social Marketing	<ul style="list-style-type: none"> • Oversee and manage website content and social media channels, ensuring alignment with organizational branding and engagement strategies. • Develop and implement content management workflows to enhance digital presence and audience engagement. • Analyze digital performance metrics to optimize communication strategies and outreach effectiveness.

Experience & Education

- A minimum of three years of prior experience in a comparable position is required
- Bachelor's degree in business administration, Public Administration, Communications, or a related field. Equivalent combinations of education and experience will be considered.
- Advanced proficiency in utilizing the comprehensive Microsoft Office Suite, especially Microsoft 365, with a strong emphasis on mastery of MS Word, Outlook, Publisher, PowerPoint, and Excel.
- Demonstrated ability to manage collaborative environments using SharePoint, project scheduling platforms, and digital communication tools.
- Experience in website and content management using platforms like WordPress and digital communication tools such as Mailchimp and social media management systems.
- Proven ability to monitor and manage financial processes, including budget tracking and expenditure analysis.
- Strong problem-solving and leadership skills, with the ability to streamline operations and enhance organizational efficiency.

Skills & Abilities

- Proven expertise in developing and optimizing organizational processes to enhance efficiency, workflow, and document management systems.
- Strategic problem-solving abilities, with a track record of transforming challenges into opportunities for operational improvement.
- Exceptional ability to prioritize and manage multiple tasks effectively, ensuring timely and high-quality outcomes.
- Demonstrated success in delivering results under tight deadlines within dynamic, fast-paced work environments.
- Highly resilient and adaptable, capable of maintaining efficiency and composure during high-demand periods and shifting priorities.
- Strong leadership in organizational and time management, ensuring streamlined operations and enhanced team productivity.
- Collaborative and team-oriented, fostering a positive, solution-driven work environment that aligns with organizational goals.

Core Competencies

- Customer Focus – Building strong customer relationships and delivering customer-centric solutions.
- Decision Quality – making good and extremely decisions that keep the organization moving forward.
- Optimizes Work Processes – Knowing the most effective and efficient processes to get things done with a focus on continuous improvement.
- Values Differences – Recognizing the value that different perspectives and cultures bring to an organization.
- Communicates Effectively – Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

- Situational Adaptability – Adapting approach and demeanor in real time to match the shifting demands of different situations.
- Instills Trust – Gaining the confidence and trust of others through honesty, integrity, and authenticity.
- Indigenous Relations & Cultural Agility - Cultural agility is the ability to work respectfully, knowledgeably, and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness to create a sense of safety for all.

Other Requirements

- Successful completion of a Police Information Check with the vulnerable sector.
- Valid Class 5 BC driver's licence and/or valid BC CLASS 7 driver's license ("N")
- A keen interest in regional environmental conservation matters.
- Maintain, promote, and enhance the company's Health and Safety practices, audits, and procedures (i.e. WHMIS, Health and Safety Policies).
- Every employee is responsible for ensuring the safest and most efficient work environment for all employees. All employees are responsible for alerting supervisors and managers of any safety hazards that require immediate attention, as you may observe or discover them at any time.

Working Conditions

- Office Environment: This role is primarily situated in a fast-paced office setting. The Administrative Services Manager will need to have a home office workspace, expect to work from shared office space (weekly) and attend meetings in person across the Fraser valley.
- Work Hours: This 32 hour per week position will work on average 4 days per week between the hours of 8:00am – 4:00pm. Due to the managerial nature of the role, occasional early mornings, evenings, or weekend work may be required to support executive operations, meet deadlines, or facilitate key organizational events.
- Travel Requirements: There may be travel for off-site meetings or events requiring flexibility and the ability to work effectively while moving.
- Physical Demands: The role involves standard office work, including sitting for extended periods, using a computer, and attending meetings. It may occasionally require lifting materials or supplies weighing up to 20 pounds.
- Mental Demands: The Administrative Services Manager must maintain a high level of concentration and critical thinking while managing multiple projects, deadlines, and complex administrative functions. The role involves problem-solving, strategic decision-making, and adapting to dynamic work environments.
- Confidentiality: This position requires handling sensitive organizational and financial information with discretion. The Administrative Services Manager is expected to uphold the highest standards of privacy, confidentiality, and data security in all aspects of their work.



ABOUT FVWC

Diversity and Inclusion Statement

The Fraser Valley Watersheds Coalition (FVWC) provides an equitable work environment for staff, contractors, volunteers, partners, and members. The FVWC does not advocate, support, or practice unlawful discrimination based on race, religion, age, national origin, status, language, sex, sexual preference, or disability for all its operational and organizational activities.

Land Acknowledgement

The Fraser Valley Watersheds Coalition operates across the Fraser Valley, known as S'ólh Téméxw, the unceded traditional territories of the Stó:lô and Coast Salish First Nations. We value the opportunity to work with Indigenous People on these lands to enhance natural watershed resilience and togetherness for the future.

About the Fraser Valley Watersheds Coalition

We are a charitable organization that believes healthy watersheds provide the foundation for healthy communities. Our Mission is to foster watershed stewardship in the Fraser Valley through Science, collaboration, community support, and active habitat/watershed/ecosystem restoration. Our purpose is to organize and participate in environmental projects designed to conserve, protect, and restore watersheds in the Fraser Valley; increase community understandings about Fraser Valley watersheds by providing seminars and training on watershed management; and undertake activities ancillary and incidental to the attainment of the charitable purposes.