



VICTORIA RESOURCES SOCIETY  
#1-744 Fairview Rd, Victoria BC V9A 5T9  
Tel: 250.388.5325 Fax: 250.388.5324

### ***Part-Time Executive Assistant/Volunteer Coordinator***

Peers Victoria Resources Society (Peers) is an innovative, multi-service grassroots agency that has been working by, with and for Victoria sex workers for close to 20 years. Through direct services delivery and partnerships, Peers provides an evolving array of outreach, harm reduction and support services and employment and skills development.

Reporting to the Executive Director, the Executive Assistant/Volunteer Coordinator is a collaborative and skilled organizational leader who will oversee facilities and information/record management. Specific duties for this position include among others:

- Knowledge and coordination of information, communication and physical facilities including: computer technology; printing and photocopying; telephones; record management; library resources; and protection/ shredding/storage of personal information, and coordinating services regarding maintenance of building
- Coordinating volunteer information, recruitment, screening, placement, orientation and recognition
- Maintaining record management system for all administration, board governance and building/assets/property facilities
- Maintaining current master lists of (a) general contractors, service providers and resources and (b) employees and contractors, board members and volunteers
- Maintaining files for all current employees and contractors
- Supports employee recruitment process by circulating recruitment notices and coordinating interviews and hiring processes.
- Understanding Peers' environment and incorporating clients', employees' and stakeholders' needs and concerns into decisions affecting building, property facilities and assets.
- Maintaining master set of keys for doors, offices, file cabinets and cash boxes and keeps duplicate copies in secure location
- Building good working relationships with key service providers, which include, and are not limited to: cleaning and janitorial services; waste and pest management; HVAC; electrical; security; plumbing; and vehicle(s) maintenance.
- Translating event planning into specific objectives, establishes milestones and deadlines and identifies and allocates resources (money and people).
- Adept at interpreting terms and conditions of service contracts or agreements
- Ensuring facilities contracts or agreements are current and re-evaluates service performance prior to their expiry or extension
- Assists with internal and external communication via email, website and social media



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The ideal candidate will demonstrate leadership experience, preferably in the non-profit sector, and a minimum of 3 years previous experience working in executive administration (project and human resource coordination experience will also be considered).

Candidates should demonstrate excellent organizational development capacities, including strong computer technical skills (Office 365, cloud-based electronic filing systems, word processing, database, spreadsheet, basic accounting, social network and publishing applications), strong verbal and written communication skills; proven ability to support staff, contractors and volunteers, and some knowledge of ethical practice in human service environments.

This position is 18 hours per week onsite with the possibility for additional hours to complete special projects. The wage is \$19/hour. If you are interested in this community agency leadership opportunity, please submit a CV/resume and a covering letter that summarizes your administrative and volunteer management experience by June 22, 2015 to [peershiring@gmail.com](mailto:peershiring@gmail.com)

Applications from individuals with direct experience in any aspect of the sex industry are especially welcome. We also encourage applications from, but not limited to individuals who identify as Indigenous, persons of colour, queer, transgender, and/or disabled