

## **JOB POSTING: Office Administrator (part-time)**

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### **ABOUT MIGRANT WORKERS CENTRE (MWC)**

Founded in 1986, MWC is a non-profit organization that works to promote and advance access to justice for migrant workers by providing legal services, advocacy, research, public education, and engaging in law and policy reform initiatives. Our members include migrant workers working in low-wage jobs in the care, agriculture, food processing, retail, and hospitality sectors, including migrant workers who have lost legal status in Canada.

MWC envisions a society in which all workers are entitled to secure immigration status and access to fair, safe employment. We strive to advance the rights of migrant workers to equally participate in Canadian society and the Canadian economy.

### **JOB SUMMARY**

Migrant Workers Centre (MWC) is seeking a part-time Office Administrator to provide a range of administrative services, including financial and office administration. This role would be 0.4 - 0.6FTE / 15 - 22.5 hours per week, depending on selected candidate's preference.

The working schedule for this position is flexible as long as the organization's needs are met. MWC's opening hours are between Tuesday-Saturday, 9am – 5pm. The position will be based out of our office at 119 W Pender Street, Vancouver, V6B 1S5. The position is not eligible for remote working.

### **DUTIES AND RESPONSIBILITIES**

#### **Financial Administration**

Supporting the Managing Director and Executive Director-Staff Lawyer with financial administration, including:

- Processing donations and membership payments
- Processing staff expense claims
- Preparing monthly bank deposits
- Paying bills and rent on a monthly basis or as required
- Maintaining organized financial records (paper/digital)
- Preparing monthly financial paperwork for MWC's external bookkeeper

#### **Office Administration**

- Performing clerical duties, such as filing, mail coordination, and arranging courier deliveries
- Maintaining office filing system (paper/digital), photocopying, and arranging outside services, as needed
- Supporting the Legal Support Coordinator with answering phone calls as required
- Processing supplies and services requests by sourcing quotes, securing approval, and booking or purchasing relevant supplies and services as requested by staff
- Monitoring use of IT equipment and liaising with external IT support as required
- Maintaining a clean and organized office environment

**Other**

- Support the coordination of an annual fundraising event via booking venue, speakers, and entertainment; coordinating volunteer tasks; drafting thank you letters
- Performing other duties as required and reasonable in line with job description

**QUALIFICATIONS**

- At least 3 years of experience in a similar role
- Education or qualification in a relevant field
- High computer literacy, including Microsoft Office Suite
- Strong financial literacy and experience being accountable for financially sensitive tasks
- Awareness of financial controls and accountancy standards
- Excellent organizational skills and time management skills
- Excellent attention to detail
- Strong oral and written communication skills
- Well-developed administrative and problem-solving skills to effectively multi-task, work independently and effectively manage priorities
- Experience of working with a trauma-informed approach
- Understanding of the issues and barriers faced by migrant workers in regards to the justice system
- Ability to speak a second language is considered a strong asset

**COMPENSATION**

Salary range is between \$48,000 - \$52,000 (pro-rata) per annum commensurate with experience.

**START DATE**

The start date for this position is 6<sup>th</sup> September, 2022 (or earlier preferred).

**APPLICATION PROCESS**

Closing date is Sunday 14<sup>th</sup> August at 11:59pm PST. Applicants are encouraged to submit applications early, as interviews will be conducted on a rolling basis for the position.

We welcome and encourage applications from all individuals with relevant experience, including people with lived experience of migration and equity-seeking groups.

Interested candidates are asked to submit a cover letter and resume to [brid@mwcbc.ca](mailto:brid@mwcbc.ca), *Attn: Managing Director – Office Administrator*. While we thank all applicants for their interest, only those offered an interview will be contacted.