

JOB POSTING: Office Manager

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 work, 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.

Our office is located at 302-119 W Pender Street in Vancouver, BC on the unceded, ancestral, and traditional territories of the x^wməθkwəyəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaʔt̓/Selilwitulh (Tseil Waututh) nations.

JOB SUMMARY:

Reporting to the Director of Operations, the Office Manager will provide the MWC team with administrative support, including financial and office administration, volunteer management and member engagement. This is a new role in a growing organization, an organization providing vital supports, services and advocacy to a vulnerable and isolated community in BC. This is an opportunity to contribute to building a solid administrative foundation for this important work.

DUTIES AND RESPONSIBILITIES:

Financial Administration

- Process donations and membership payments
- Process staff expense claims
- Prepare monthly bank deposits
- Pay bills and rent on a monthly basis or as required
- Administer payroll, and employee insurance and benefits plan
- Track expenses and revenue for fundraising activities
- Maintain organized financial records (paper/digital)
- Prepare monthly financial paperwork for MWC's external bookkeeper
- Complete annual tax and GST rebate with accountant
- Coordinate annual financial review and grant audits with bookkeeper and accountant
- Assist in the preparation of and reporting for operating budgets
- Ensure that organizational accounting policies and procedures are followed, and make or recommend refinements, as necessary

Facilities and Technology

- Manage relationships with contractors and vendors

- Coordinate purchase of insurance, renew office lease and liaise with property manager, arrange contracts for phone, internet, copier and other services (IT software, database subscriptions), and administer contracts
- Maintain office filing system (paper/digital), photocopying, and arranging outside services, as needed
- Maintain email and telephone systems
- Order and maintain office supplies and services
- Process supplies and services requests by sourcing quotes and booking relevant services as requested by staff
- Ensure effective digital and hard record-keeping according to privacy laws
- Contribute to identifying, developing and operationalizing operational policies, procedures, and planning
- Maintain Human Resources and volunteer files and records
- Orient new staff to office systems and procedures
- Monitor use of IT equipment and liaising with external IT support as required
- Perform clerical duties, such as filing, mail coordination, and arranging courier deliveries
- Maintain a clean and organized office environment

Communications

- Update organization website
- Collaborate with the team to create content for website and social media
- Develop promotional materials for events and fundraising activities

Other

- Develop and promote membership program
- Coordinate member activities, including annual income tax clinic
- Manage office volunteer program, including recruitment, training, and supervision of volunteers
- Develop and update office volunteer program policies and procedures
- Coordinate logistics for Annual General Meeting, annual fundraiser, and speaking engagements

SKILLS AND KNOWLEDGE REQUIRED:

- At least 3 years of experience as an Office or Operations Manager
- Education or qualification in a relevant field
- High computer literacy, including Microsoft Office Suite
- Strong financial literacy, experience with Quickbooks and 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 work independently and effectively manage priorities
- Assets for this role are:
 - Ability to speak multiple languages, especially Tagalog and/or Spanish
 - Experience working with a trauma-informed approach

- Understanding of the issues and barriers faced by migrant workers in regards to the legal system

WHAT WE OFFER:

- Salary is between \$55,000 – \$65,000 per year, commensurate with experience
- An insurance and benefits package, which includes dental and extended health benefits
- 20 days of vacation leave per year
- A paid winter holiday office closure in addition to vacation leave
- All provincial and federal statutory holidays
- Time off in lieu arrangements
- Up to 15 days of paid sick leave and up to 5 days of paid bereavement leave per year
- Professional development and training opportunities
- A staff team of diverse backgrounds who are committed to the rights of migrant workers and passionate about immigration/employment law reform
- Please note that MWC is in the process of introducing a defined benefit pension plan for eligible employees. It is anticipated that MWC will be enrolled in the plan by the start of this position.

MWC is committed to the health and safety of our staff members, volunteers, and clients. Due to the ongoing COVID-19 pandemic, most staff members are working in a hybrid model. We anticipate that the Office Manager will do a combination of remote-based and in-person work, subject to public health orders and guidance, MWC's own policies, and individual health needs.

HOW TO APPLY:

Please submit your resume and cover letter by email only, no later than March 1, at 11:59pm PST to natalie@mwcbc.ca with the subject line of "Office Manager Application." 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.

While all applications are considered, only those offered an interview will be contacted.