

Cowichan Station Area Association

May 2018

JOB DESCRIPTION: **Community and Facilities Coordinator**

LOCATION: The HUB at Cowichan Station, 2375 Koksilah Rd, Duncan, BC, V9L 6M5

The ideal candidate will be experienced in handling a wide range of administrative and executive support-related tasks. We need a person exceedingly well organized and highly flexible who enjoys challenges. This role will provide a wide variety of experiences and is ideal for a self-starter. The CSAA highly values proactive individuals and is looking for someone eager to learn and willing to take on ever-increasing responsibilities as the role dictates. It's an exciting position, no day is the same. The successful candidate will enjoy both engaging in and building relationships one minute, and getting the details right the next. Diligence, optimism, and a sense of humour towards life and work are essential! At present this is a part-time administrative support position, however, as HUB programs and community functioning grows, there is potential for growth in this role.

**Job Duties and Accountability:**

Reporting to the Executive Director of the Cowichan Station Area Association, the Community and Facilities Coordinator will be responsible for a wide range of tasks to help in the operation and continued development of the HUB at Cowichan Station. Typical duties include:

- 1) Coordinating rentals: communicating with renters; responding to inquiries; bookings; orientation; payments, and accountability.
- 2) Assisting new and existing HUB programs through planning and implementation, coordinating marketing and bookings, as well as working to develop new opportunities and participation in these areas.
- 3) Prepares all instructors' program supplies according to instructor requests. Maintains supply and equipment inventories for particular programs and/or functions.
- 4) Support and leadership for our community of volunteers, plus a willingness to get your hands dirty.
- 5) Administrative tasks such as filing, grant writing, and other related duties as required to support our Executive Director.

- 6) Communication with others, outside and inside the organization, in a confident and clear manner by means of phone, in person, emails and/or social media.
- 7) Identification and resolution of maintenance concerns. Troubleshoot the HUB facilities/deal with contractors/maintenance people/respond to things going wrong.
- 8) Performs light maintenance duties such as sweeping, mopping, and setups/breakdowns, when required.
- 9) Standing/sitting for extended periods of time. Lifting heavy objects at least 40 lbs on an occasional basis. Doing repetitive tasks with few breaks.
- 10) Any other duties as assigned.

**Requirements:**

- Secondary School graduation or an equivalent combination of education / training and experience.
- Valid Class 5 BC Drivers License
- Community Spirit– self-motivated with knowledge of the social, cultural, and recreational needs and interests of the area served and desire to support and promote this.
- Technical skills – computer literate, with a strong skill set in writing, editing and research and analytics (used to assist in obtaining grants/applications), confident operating a variety of electronic equipment (i.e. audio-visual equipment such as TV/VCR, slide/movie projectors, CD player).
- Strong Interpersonal and Communication Skills- Represents our organization well; tactful, diplomatic and effectively assertive as well as skilled in conflict resolution. Possesses ability to establish and maintain working relationships with other staff, instructors, general public, users and program participants, ability to follow instructions as well as exercise independent judgement.
- Time Management: comfortable working with a flexible schedule and using time efficiently to complete required duties. Ability to work some evenings and weekends.

**Job details:**

Part-time position of 20 hours per week

\$17 per hour

Benefits – we are willing to pay for medical fees as needed – up to \$500 per annum

Holidays – 2 weeks paid holiday per annum

Please contact Hilary Else at: [hilary@foelse.com](mailto:hilary@foelse.com) for inquiries and resume submission. Please provide a short paragraph in answer to ‘Why should we hire you?’ in email.