

JOB POSTING

Job Title:	Administration & Compliance Coordinator	Status:	Full Time
Location:	Based out of Surrey or New Westminster	Posting #:	22-040
Hours:	40 hours/week	Closing Date:	March 20, 2022
Schedule:	Weekdays based on operational needs		

The Elizabeth Fry Society of Greater Vancouver (EFry) is a charitable organization that supports women, girls, and children at risk, involved in or affected by the justice system. Our programs work to break the cycle of poverty, addiction, mental illness, homelessness, and crime.

We are recruiting for a full Time, Administration & Compliance Coordinator. Under the general direction of the Chief Operating Officer (COO) the Compliance and Administration Coordinator works closely with the team to plan and implement Progressive Quality Improvement (PQI) initiatives and projects and to support the Senior Management Team with strong administration management. Functions overseen by this position include supporting accreditation compliance, data integrity, reporting, project, and document management.

KEY RESPONSIBILITIES:

- Works collaboratively with the PQI Committee and support effective communication to sustain Quality Improvement activities at the Elizabeth Fry Society of Greater Vancouver.
- Coordinates all logistics related to accreditation (e.g., timelines, committees, seminars, information sessions, external visits, etc.).
- Coordinates all reporting documents required for accreditation purposes.
- Establishes detailed project plans and objectives outlining timelines and deliverables using project management methods to ensure successful implementation of project deliverables.
- Prepares, edits, and distributes regular project status reports and related documents to inform leadership and funders of progress.
- Tracks, monitors, and reports on project progress using electronic reporting tools and reports on major barriers encountered.
- Coordinates and facilitates project events, activities, and meetings; develops and circulates minutes and meeting materials.
- Audits use of CRM (NUCLEUS) and identifies areas of improvement.
- Supports the Senior Leadership team to achieve effective project reports and data to support knowledge translation and dissemination.
- Performs other related duties as required.

QUALIFICATIONS:

- A level of education, training, and experience equivalent to an undergraduate degree in health sciences, public health administration, or a related field supplemented by a minimum of two years of related professional experience in administration, preferably organizing and coordinating PQI projects and/or grant-based programs.
- Knowledge and previous experience in applying project management methods.

- Experience in preparing publications, documents, reports (qualitative and quantitative), and communication materials.
- Experience supporting senior leadership.
- Knowledge or experience with Council on Accreditation is an asset.

SKILLS AND ABILITIES:

- Knowledge of principles and practices of social service delivery and administration including trends in social service planning, policy, management, and program evaluation.
- Demonstrated ability to plan, organize and prioritize tasks.
- Strong logistical and administrative skills.
- Exceptional communication and interpersonal skills, including ability to communicate clearly and effectively in person, over email, and by telephone; and to demonstrate tact, diplomacy, and flexibility in various situations.
- Strong problem solving, conflict management and team building skills.
- Ability to analyze programs and initiatives and make improvement recommendations.
- Ability to work independently and cooperatively in a group situation.
- Demonstrated ability to work in a computerized setting utilizing Microsoft Office Suite, SharePoint, web technology and data processing.
- Ability to collate data and develop graphs and other data visualizations.
- Facilitation skills and experience facilitating group discussions is an asset.

MANDATORY JOB REQUIREMENTS:

- Evidence of COVID-19 vaccinated status.
- Doctor's Note of fitness required.
- Satisfactory Criminal Record Review (Vulnerable Sector Search).
- Ability to obtain Enhanced Federal Reliability Status.
- Valid driver's license (Class 5).
- Satisfactory driving record.

EFry is an equal opportunity employer and is committed to building a diverse workforce and strongly encourages applicants that represent those we serve. We welcome applicants with non-traditional educational backgrounds and field experience.

Interested candidates must submit a cover letter and resume to hr@elizabethfry.com by no later than March 20, 2022, with the subject line ACC 22-040.

We thank all applicants for their interest in this opportunity; however, only those selected for an interview will be contacted.