

JOB POSTING

Job Title:	Administrative Assistant Volunteer	Status:	Volunteer
Program:	Maida-Duncan Drop-in Centre	Rate:	Unpaid Volunteer Position
Location:	New Westminster	Posting #:	#26-MDDVOL-001
Hours:	8 hours/week	Closing Date:	Open Until Filled
Schedule:	Wednesday-Thursday, 12noon-4:00pm		

Based in New Westminster, this is a meaningful opportunity to support an impactful and highly regarded not-for-profit organization delivering a wide range of programs and services across Metro Vancouver and Victoria, British Columbia.

We are seeking a reliable, organized, and detail-oriented **Administrative Assistant Volunteer** to support administrative operations at Maida Duncan Drop-In. This role will primarily focus on helping transition paper-based records into electronic files by scanning, organizing, and uploading documents through the Better Impact portal, while supporting general administrative tasks as needed.

This volunteer opportunity is ideal for someone who enjoys organizing information, has basic computer skills, and wants to contribute to a community-based program by helping improve administrative processes and record management.

Key Responsibilities

- Assist with converting paper-based documents and records into electronic files.
- Review, organize, and prepare documents for digital filing.
- Upload electronic documents and information into the Better Impact portal, following established procedures.
- Ensure documents are accurately labelled, categorized, and stored in the appropriate locations.
- Assist with reviewing records for completeness and identifying missing or duplicate documents, as directed.
- Maintain organized electronic and paper filing systems.
- Handle confidential information responsibly and maintain the privacy of clients, volunteers, staff, and program participants.
- Provide general administrative support, including filing, photocopying, scanning, data entry, and document organization.
- Follow established organizational policies and procedures related to records management, confidentiality, and information security.
- Perform other related administrative duties as required.

QUALIFICATIONS:

- Strong organizational skills and attention to detail.
- Basic computer proficiency, including familiarity with email, document management, and data entry.
- Ability to learn and navigate online platforms, including the Better Impact portal.
- Ability to handle documents accurately and maintain organized records.
- Strong communication skills and a professional, respectful approach.

- Ability to work independently and follow instructions.
- Commitment to confidentiality, privacy, and the responsible handling of sensitive information.
- Previous administrative, clerical, filing, or data-entry experience is an asset but not required.
- An interest in supporting community-based programs and services.

MANDATORY VOLUNTEER REQUIREMENTS:

- Satisfactory Criminal Record Review (Vulnerable Sector Check).
- Completion of required volunteer orientation and any applicable privacy and confidentiality training.
- Agreement to comply with EFry policies and procedures, including confidentiality, privacy, and information security requirements.

The agency is committed to creating an inclusive and equitable environment where all those participating in the organization are valued for their differences. We encourage and welcome applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, indigenous communities, diverse sexual and gender identities, various religious backgrounds, women, and those with disabilities. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Interested candidates must submit a cover letter and resume to hiring@efry.com by no later than October 27, 2026, with the subject line #26-MDDVOL-001.

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