



JOB POSTING: Administrative Coordinator

PAN seeks an outstanding individual for the position of **Administrative Coordinator**. The salary range for this full-time position is \$35,000 - \$45,000 per annum with a comprehensive benefits package.

Organizational Background

The **Pacific AIDS Network (PAN)** is a vibrant, pro-active member-based coalition that provides a network to support the abilities and efforts of its member organizations to respond to HIV and HCV in British Columbia. PAN does this by facilitating communication and the sharing of best-practices and by providing professional/workforce development and leadership training to our members and PHAs from throughout BC.

PAN acts as a voice for the community-based response to the HIV/AIDS and HCV epidemics. PAN provides face-to-face networking opportunities, opportunities for mutual support; education and skills development; and undertakes collective action to influence public perceptions and policies affecting PHAs and persons infected with HCV.

Role of the Administrative Coordinator

The Administrative Coordinator (AC) will play an instrumental role in ensuring effective and efficient operations. The AC will provide comprehensive administrative support to senior PAN staff in the management of all programs and projects. The AC will work in concert with the existing staff team to organize, supervise and facilitate the workflow of the network.

Primary Activities

Clerical

- Type correspondence, prepare reports, letters and other documents
- Maintain office files including databases and virtual files
- Open and distribute the mail
- Management of Accounts Payable and relationships with vendors
- Take minutes at meetings, distribute minutes post-meeting
- Maintain confidential records and files

Program Support

- Review and edit reports and other correspondence for the Board, funders, membership and other key stakeholders
- Prepare agendas, schedule meetings and teleconferences as required
- Maintain the PAN office
- Source and secure additional supports to the network as required, i.e. IT support, other 3rd party contractors

Research and assist with the preparation of policies, procedures and program materials as required

Coordinate meeting and conference registration

Communications

Facilitate internal and external communications including PAN's weekly e-newsletter

Content management of PAN's website www.pacificaidnetwork.org

Fund Development

Responsible for PAN's donor/funder recognition program

Assist the Executive Director and other PAN staff in the preparation of funding proposals

Perform other related duties as required

Qualifications

- A level of education and experience equivalent to a Bachelor's degree in a related health discipline, plus a minimum of 3 years recent community-based experience.
- Knowledge of HIV/AIDS service organizations and challenges faced by the HIV/AIDS, HCV and "at risk" populations an asset.
- Possess cultural awareness and sensitivity.
- Demonstrated ability to work with diverse stakeholders including government, NGO and community members.
- Strong interpersonal, written and oral communication skills.
- Strong experience with Microsoft Office applications (Word, Excel, PowerPoint, etc).
- Database and IT management/experience an asset.

Characteristics

- Self-motivated, able to work independently
- Meticulous, attention to detail and high level of accuracy
- Practical
- Problem solver, decision maker
- Honest, ethical, transparent, dependable
- Multi-tasker, time-management
- Team oriented , collaborative, kind

Application Process

Interested candidates should submit a CV and cover letter, in Word or PDF format, to:

evin@pacificaidnetwork.org. Applications must be sent as follows: please note in the subject line of your email: "PAN AC_ Lastname" – example, "PAN AC_Jones". Only successful, short-listed, candidates will be contacted. No telephone or email inquiries please.

Closing date

Deadline for applications is 12 noon, Friday May 4th.

We encourage individuals living with HIV/AIDS or Hepatitis C, and members of under-represented communities to apply.