



Job Description

ADMINISTRATIVE COORDINATOR

Salary Range: \$65,000 to \$85,000 FTE

Work Hours: 0.6 FTE

GENERAL INFORMATION

Department: Operations

Reports To: Governance and Operations Manager

POSITION SUMMARY

The Administrative Coordinator is responsible for providing coordinated, reliable administrative support across the Foundation's operations, governance, and communications. This role supports the effective functioning of office administration, meeting and event planning, IT systems, and communications, ensuring continuity and operational efficiency.

The role reports to the Governance and Operations Manager but also works closely with the Senior Communications Specialist to support smooth day-to-day operations and communications aligned with REFBC's values and priorities.

ABOUT US

The Real Estate Foundation of BC (REFBC) is a philanthropic organization that works to advance sustainable, equitable, and socially just land use and real estate practices across what is now known as British Columbia. We do this by funding projects, connecting people, and sharing knowledge.

We are committed to equity, transparency, and strong stewardship of organizational resources. We value collaboration, accountability, and thoughtful relationships with the communities and partners we serve.

The Foundation believes that a workforce that reflects the diversity of the communities we serve strengthens our ability to achieve our mission.

To learn more about REFBC, please visit www.refbc.ca.

ABOUT YOU

You are an experienced administrative professional who brings care, organization, and sound judgment to your work. You are comfortable balancing independent work with

responding to evolving priorities, and you approach your responsibilities with discretion, reliability, and attention to detail.

You understand the importance of strong administrative systems, clear communication, and logistical follow-through in a mission-driven organization. You are committed to supporting REFBC's mission and values and seek ways to embed equity, inclusion, and accessibility into everyday operations and administrative practices.

KEY RESPONSIBILITIES

- Provide day-to-day office administration, including managing phones, inboxes, supplies, and vendors.
- Provide coordinated administrative support across operations, governance, and internal systems.
- Assist with the coordination and logistics planning for Foundation meetings and events, including Board of Governors meetings.
- Provide data entry and administrative support for the Foundation's Grants Management System (Salesforce).
- Assist with new staff onboarding by providing orientation to office systems, tools, and applications.
- Support IT planning and administrative coordination, including liaison with IT consultants and vendors.
- Provide general communications and event support, including assisting with basic content and documentation.

KNOWLEDGE, SKILLS, & EXPERIENCE

- Several years of experience in office administration, coordination, or a related role; experience in a nonprofit or mission-driven organization is an asset.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Demonstrated proficiency with Microsoft Office (Office 365) and comfort working with databases and online systems; ability to learn new applications as required.
- Strong verbal and written communication skills, with discretion and professionalism.
- Ability to work collaboratively with internal teams, committee members, and external partners while also working independently.
- High degree of reliability, attention to detail, and respect for confidentiality.
- Working knowledge of WordPress and Mailchimp.
- Graphic design experience with ability to create assets on Canva and in the Adobe Creative Suite.
- Social media management and content creation.
- Excellent research skills.

- Customer service experience.

WORKING CONDITIONS

- This position is a three day a week position with a preference for Tuesday, Wednesday, and Thursday. This translates to 7.5 working hours per workday, on average 22.5 hours per week.
- Ability to work a hybrid schedule between home and our offices in downtown Vancouver.
- The role primarily involves desk-based work using a computer, with occasional in-person meetings and events.

HOW TO APPLY

Send us your resume and cover letter telling us:

- A bit about who you are.
- Why the position is of interest to you?
- About your work history, volunteer work or community contribution. How will this translate to being successful in this role?

Please include **Administrative Coordinator** in the subject line and send your resume and cover letter by email to careers@refbc.ca.

THE APPLICATION DEADLINE IS MONDAY, JUNE 22ND AT 5:00 P.M.

We strongly encourage applications from candidates with diverse backgrounds. We encourage, though don't require, applicants who identify as First Nations and/or as a member of equity-deserving groups to indicate so in their cover letter.