

Position Title:	Coordinator, <i>Office Administration/Bookkeeping</i>
Reports To:	Financial Controller
Position(s) Supervised:	none
Status:	full-time, 40 hours/week
Salary:	hourly, \$23.47/hour
Probationary Period:	3 months
Location:	Vancouver, BC
Posting Date:	January 8, 2018

About Health Initiative for Men Society (HIM):

HIM's mission is to strengthen the health and well-being of gay men. We value a comprehensive approach to healthy living; we value gay men's ability to make informed decisions; we value a non-judgmental, sex-positive and strengths-based philosophy; we value scientific research; we value capacity-building and collaboration; we value the role of our communities. HIM works in the four determinants of health: physical, sexual, social and mental, to foster mutually beneficial relationships among gay men and health professionals to ensure the best possible support and outcomes.

Primary Role:

To provide comprehensive office management and IT support for HIM's general operations and bookkeeping support to HIM's Financial Controller.

Key Duties and Responsibilities:

OFFICE MANAGEMENT:

- providing general assistance and support to staff, including ordering supplies, liaising between contractors and office;
- general IT support, liaising with IT providers;
- coordinating staff activities;
- conducting orientation for new employees;
- involvement in aspects of staff training and development;
- maintaining information management systems (manual and computerized);
- reviewing and responding (when appropriate) to correspondence, and mail processing;
- providing secretarial or executive services for committees;
- engaging in general receptionist duties (answering phones, responding to inquiries, responding to drop-ins, general public interface, health centre inquiries and appointment bookings);
- assisting in event planning and execution;
- attending required meetings and trainings;

- collecting and reporting general statistics for funders;
- overseeing benefits administration;
- administrating authorization, scheduling and tracking of staff vacation time off;
- assisting with the development of relevant policies and procedures;

BOOKKEEPING:

- supporting the Financial Controller;
- performing Accounts Payable duties, including Vendor account management using QuickBooks accounting software;
- supporting the Accounts Receivable process;
- reconciling and processing expense reimbursements;
- posting visa accounts transactions and reconciling monthly statements;
- managing office petty cash bank;
- compiling and making bank deposits as required;
- completing new employee intake procedure as it relates to payroll and benefits administration;
- performing ad hoc projects;
- recording and processing donations, maintaining donor records and issuing tax receipts;
- Providing support to the Fund Development Committee regarding donation detail.

Knowledge, Skills and Abilities:

- knowledge of the social determinants of health, gay men's health and wellness, intersectionality, and HIV/STBBI prevention is an asset;
- synergy with HIM mission, vision and core values;
- ability to maintain a non-judgmental and approachable manner;
- sensitivity to age, race, cultural, gender/sexual diversity and individual life choices;
- exceptional organizational skills;
- ability to demonstrate responsibility, reliability and self-motivation as both a team player as well as being able to work on tasks independently;
- excellent verbal and written communication skills;
- 1-2 years minimum experience in office management with strong IT skills preferred;
- bookkeeping experience and basic knowledge of Quickbooks is an asset;
- proficiency in using Microsoft Office (Word, Excel) and Gmail;
- strong personal self-care plan and support network;
- demonstrated ability to set, adhere and respect healthy personal and professional boundaries;
- working knowledge of community resources including physical/social/sexual and mental health, addiction/recovery, gender and

sexuality, marginalization and other programs/services relevant to the communities that HIM works with;

- familiarity with local and/or regional gay communities and resources;
- experience working with community or non-profit organizations, and/or public health agencies is an asset;
- experience supervising staff and/or volunteers is an asset;
- BC Class 5 driver's license is considered an asset;

This position works in a busy, shared office environment, and will require flexibility and adaptability.

If you're looking for an opportunity to commit to an organization passionately dedicated to strengthening the health and well-being of gay men, please send your resume by 5pm (PDT) on January 26, 2018.

No telephone calls please. We thank all of you who apply for your interest, however, only those applicants to be interviewed will be contacted.

Please submit resume and cover letter to resumes@checkhimout.ca