

Position Title:	Coordinator, Administration and Finance
Reports To:	Manager, Finance, Executive Director
Position(s) Supervised:	None
Status:	Full-time, 40 hours/week
Annual Salary:	\$59,571
Probationary Period:	3 months
Location:	HIM (Health Initiative for Men) Health Centres and Davie Street administrative office located on the unceded territories of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səlilíł wətaʔł (Tsleil-Waututh) First Nations.
Posting Date:	May 14, 2026
Posting Closes:	May 29, 2026 5:00pm pst

About Health Initiative for Men Society (HIM)

HIM's mission is advancing health and well-being for people of diverse genders and sexualities. We work towards a vision wherein our communities are living healthier lives, together. HIM works within four determinants of health: physical, sexual, social, and mental, to foster mutually beneficial relationships among our communities and health professionals ensuring the best possible support and outcomes.

Diversity:

HIM welcomes people of all genders (including all women) and those who reject gender to work with us. We are committed to ongoing staff training and fostering a listening-culture. HIM is committed to employment equity and prioritizes individuals from underrepresented groups including trans and gender diverse people, Indigenous and Two-Spirit people, people of colour, and people with disabilities.

Primary Role

This role keeps HIM running behind the scenes.

We are seeking a detail-oriented and proactive Coordinator, Administration and Finance to join our team. This dual-focus role provides comprehensive office management for our daily operations while offering essential bookkeeping assistance to the Manager of Finance. You will ensure the seamless functionality of our administrative systems and contribute to accurate financial record-keeping, directly supporting HIM's mission through operational excellence.

This is a great role for someone who is detail-oriented, collaborative, and enjoys balancing administrative coordination with financial tracking and systems improvement.

What You'll Do

Office Administration and Operational Support

- Be the first point of contact for calls, emails, mails, and general inquiries
- Support staff, volunteers, and practicum students with administrative needs
- Liaise with property managers for building matters and coordinate with office vendors
- Act as the internal lead for IT support and coordinating with our external IT provider
- Support onboarding, HR documentation, and employee benefits administration
- Manage the timely renewal of municipal & provincial business licenses, and insurance

Bookkeeping and Finance

- Support accounts payable and receivable processes
- Process invoices, payments, and reimbursements
- Maintain accurate financial records and reconcile accounts
- Assist with payroll coordination and benefits tracking
- Support month-end, year-end, and audit processes
- Track donations, issue tax receipts, and maintain donor records
- Monitor financial data and flag inconsistencies

Systems and Organizational Support

- Help improve administrative and financial systems
- Support reporting, data tracking, and organizational planning
- Liaise with vendors, IT providers, landlords, and insurance brokers
- Contribute to a well-organized, efficient, and responsive office environment

Core Skills

- Time management and managing multiple priorities
- Collaborative teamwork and thoughtful communication
- Strong internal controls
- Solid computer skills (Microsoft Office, QuickBooks)

Experience and Approach

- Experience in administration, bookkeeping, or finance support
- Comfort working with systems, processes, and problem-solving
- Ability to work independently and as part of a team
- A non-judgmental, approachable, and collaborative mindset
- Alignment with HIM
- Commitment to equity, inclusion, and community-based care
- Respect for diverse identities, cultures, and lived experiences
- An understanding of self-care and maintaining healthy boundaries in work

Working at HIM:

HIM is committed to employment equity and prioritizes the hiring of individuals from underrepresented groups including trans and gender diverse persons, Indigenous / Two Spirit people, people of colour, and people with disabilities. If comfortable applicants are encouraged to self-identify in their cover letter or in communication with the hiring committee.

New policies and practices are in place at HIM that support the comfort, safety, and wellness of Trans, gender diverse staff members. For more information or further inquiry about these policies and practices (which include gender affirming insurance options) please send a separate email to Aaron@checkhimout.ca

How to apply

If you're looking for an opportunity to commit to an organization passionately dedicated to strengthening the health and well-being of gay, bi, queer men and gender diverse people, please send a cover letter and resume to resumes@checkhimout.ca with subject "Coordinator, Administration and Finance – **YOUR NAME**".

For any questions about this position description, please contact our HR lead (associate director) Spencer@checkhimout.ca