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1977 Commercial Drive  
Vancouver, B.C. V5N 4A8

## Office Assistant (Part-Time Position – 6 Month Contract)

The Grandview-Woodland Community Policing Centre (GWPC) is dedicated to providing crime prevention assistance and education to the Commercial Drive corridor and surrounding neighbourhood. Community members are encouraged, through education and engagement in volunteering with the GWPC, to become active participants for increasing safety awareness and decreasing opportunities for crime to occur.

### Position Summary:

The ideal candidate will possess strong customer service skills, a flexible schedule, and a passion for assisting both our volunteers and members of the diverse Commercial Drive community, who rely on the GWPC for services.

The primary role of the Office Assistant is to provide general office support to the Executive Director and Volunteer Coordinator at the GWPC. This position is expected to assist with recruitment, scheduling, and overseeing the work of our volunteers. This role may also be responsible for maintaining records and electronic information databases pertaining to volunteers and the hours they have contributed. The Office Assistant will assess different ways to promote volunteer opportunities and events.

### Primary Responsibilities:

- Overseeing training of all volunteers.
- Coordinating volunteer scheduling for all volunteer programs using Better Impact Software.
- Maintaining volunteer records and statistics.
- Organizing and leading volunteer events and appreciation.

### Secondary Responsibilities:

- Administrative / Office Management.
- Information and Referral Services.
- Special Events.
- Social Media / Website Management.
- Program Management.
- Assisting the Executive Director and Volunteer Coordinator.

### Preferred Qualifications:

- High school graduation and one year of post-secondary education.
- Experience in non-profit volunteer management or an equivalent combination of training and experience.
- Strong interpersonal, communication, teamwork, and organizational skills.
- Ability to motivate and interact with people from a wide variety of backgrounds.
- Ability to independently plan, manage one's time to meet strict deadlines, analyze, organize, and present information.
- Strong computer skills, including competency in Microsoft Office (Outlook, Word, Excel, PowerPoint, etc.).
- Familiarity with database management software, experience using Better Impact is an asset.
- Familiarity with major social media platforms, like Facebook, Twitter, Instagram, and TikTok.

- First Aid Certification is an asset.

**Requirement:**

All applicants will be required to obtain and pass a Criminal Record Check.

**Hours:**

Part-time position of up to 20 hours weekly. Scheduled as required, with availability for evenings and Saturdays preferred.

**Pay Rate:**

\$18.00 per hour, plus 12% in lieu of benefits; 4% vacation pay.

**Position Start Date:**

As early as possible; start date negotiable.

**How to Apply:**

Please email your resume and cover letter to [recruitment@gwcpc.ca](mailto:recruitment@gwcpc.ca).

**Deadline:**

Candidate packages with resume and cover letter will be accepted until Friday, May 27<sup>th</sup>, 2022. Only successful candidates will be contacted for an interview.

We thank you for your interest.

**Important Note:** The GWPC has implemented vaccination requirements to ensure the safety of all staff and volunteers. Vaccinations against COVID-19 is mandatory for all GWPC employees; these measures may change and will be updated from time to time—adherence to these measures are a condition of employment. The GWPC is an inclusive workplace where diversity of thought and people are recognized, valued, and considered essential to achieving our goals and objectives. We are committed to employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities, veterans, and persons of all races, ethnicities, religions, abilities, sexual orientations, and gender identities and expressions. We welcome applications from non-Canadians who are eligible to work in Canada.