

Admin Assistant – 312 Main

Our team is looking for an Administration Assistant to supervise daily support operations of 312 Main. You will bring excellent organizational skills and have the ability to juggle multiple priorities at once. Working with the leadership team of 312 Main, you will manage and execute the ongoing task list to serve all 312 Main members and staff, and will assist in achieving the mandate of the project

Key areas of accountability:

- Organize and prioritize incoming tasks for the 312 leadership team
- Responds to emails and phone calls
- Builds relationships with tenants and is the first point of contact at responding to issues and inquiries
- Schedule and manage travel, meals, meetings and other public events
- Work with accounting team to manage invoicing, basic receipts and expenses
- Produce, maintain and archive documents in a database related to project development and ongoing operations
- Draft content for newsletters, communications and marketing campaigns
- Assist with grant applications and funding proposals
- Take minutes for meetings
- File AGM Annual Report with BC Registry Services

Skills and Experience:

- Approachable personality, helpful demeanor, excellent communication skills
- Non-profit or social enterprise operations experience
- Senior administrative experience, including previous experience supporting directors and/or executives
- Proficiency with spreadsheets, databases, and document filing
- Post-secondary education in Business Administration, Operations, Human Services or related discipline
- Experience with invoicing and financial reporting
- Ability to multi-task and prioritize in a dynamic work environment
- Experience creating digital and physical marketing content
- Belief in the coworking vision and goals and commitment to deliver those values
- Exposure to grant proposals
- Ability to work well independently and as part of a team
- Curiosity, willingness to learn, and willingness to grow

Assets:

- Knowledge of local independent businesses, entrepreneurs, coworking locations, and service providers
- Connection to the local community and neighborhood
- Knowledge of the local entrepreneurship / coworking community
- Live nearby

The 312 Main Community embraces an inclusive work environment that is reflective of the communities it serves. We work proactively to be fair and equitable in practice. Diversity, accessibility and flexibility are upheld. We value and consider life experience as an integral qualification for employment. This means you – as you are.