

About The Burquest Jewish Community Association and Centre

The Burquest Jewish Community Association (BJCA) operates the Burquest Jewish Community Centre, in Coquitlam. The BJCA supports programming for the Jewish Community in Vancouver's eastern suburbs and up the Fraser River Valley to Langley. The BJCC is a ca. 6000 sq ft building with a large assembly hall kitchen, and foyer upstairs, a daycare for 26 children downstairs, a parking lot and grounds. The Burquest website ([www.https://www.burquest.org/](https://www.burquest.org/)) provides a useful overview of the organization and programming offered each month.

Job Description

The Office Administrator is expected to provide support in the day-to-day operations of the organization. The administrator works with several part time program staff members, and a working board of directors, especially our treasurer, to ensure the timely delivery of services, while providing efficient and courteous service to community members, prospective members, building user groups, vendors, and programming partners, primarily in the Vancouver Jewish community.

The position is for an independent contractor, as per a formal contract.

Desired Experience and Skill Requirements

- Have time management skills
- Be reliable
- Be personable and detail-oriented
- Be able to establish and maintain effective and professional working relationships with team members, youth leadership, volunteers, parents, donors, vendors, and other stakeholders.
- Be able to work accurately and independently
- Display initiative, courtesy and tact.
- Have strong communication skills including good writing skills and an ability to support content development for, but not limited to, reports, web-based newsletters and grant applications, and register participants in programs (on-line).
- Be comfortable posting to social media
- Being bilingual (English/Hebrew) or trilingual (English/Hebrew/Russian) a bonus
- Display politeness and friendliness.

Other Requirements

- Complete and pass a Vulnerable Persons Criminal Records check
- References check

Location:

Burquest Jewish Community Centre, 2860 Dewdney Trunk Road, Coquitlam, and at work from home.

Hours:

The position is up to 20 hours/week (.5 FTE). This position offers and requires some flexibility with respect to work hours to allow for annual cycle of programming. Occasional evening and weekend hours may be required. Local Travel required

Compensation:

Compensation package will be based on experience and qualifications.

Interested?

Please send your resume and cover letter to admin@burquest.org

SPECIFIC DUTIES INCLUDE:

Personal interactive:

- Daily monitoring and response to e-mail accounts and phone
- Forward queries to staff or board members as appropriate

Financial:

- Keep track of and invoice renters and outside building users
- upload receipts to cloud drive
- issue payments for service providers and expense reimbursements: via cheques, bank payments and e-transfers
- monitor credit card account
- issue annual member and donor tax receipts
- Enter transactions into bookkeeping system and submit to accountant monthly
- Have a car to be able to drive to the bank to deposit cheques at a local bank

Building:

- deal with routine aspects of building maintenance e.g. schedule cleaning, elevator, arrange fire alarm inspections
- ensure access for outside groups, as necessary
- monitor office, bathroom, cleaning supplies

Administrative, deal with:

- BC Societies Act registry - yearly registration
- BC Work Safe - yearly submission
- Coquitlam City issues

- Book programs in the calendar and be aware of all programs in the calendar to enable booking of programs without any double booking of space

Programming:

- Provide personal event support as needed and available