



Japanese Canadian Survivors Health & Wellness Fund Society

Job Posting | Administrative Assistant to the Executive Director

Job Title: Administrative Assistant to the Executive Director

Term: One-year Term with possible extension

Reporting to: Executive Director

BACKGROUND

On May 21, 2022, the BC Government acknowledged the historical wrongs perpetuated against Japanese Canadians in BC during the 1940s and made a pledge to support a community-built \$100 million legacy initiatives package recommended by the National Association of Japanese Canadians BC Redress Project and administered by the Japanese Canadian Legacies Society. This has resulted in \$28 million for a Japanese Canadian Survivors Health and Wellness Fund (JCSHWF) – for individual health support grants for survivors – managed by the Japanese Canadian Survivors Health and Wellness Fund Society (JCSHWFS).

ROLE SUMMARY

Reporting to the Executive Director, the Administrative Assistant to the Executive Director will coordinate the JCSHWF project office operations. The Administrative Assistant is responsible for smooth and efficient operations by assisting the Executive Director with daily tasks. The position will be full-time, working remotely. Flexible hours will be worked and the position may demand adapting to the needs of the Executive Director and the JCSHWFS Board of Directors.

RESPONSIBILITIES

The Administrative Assistant is responsible for smooth and efficient operations, ensures the Executive Director is prepared and organized, and supports the JCSHWFS Board of Directors to ensure the effectiveness of their meetings.

The Administrative Assistant will be responsible for:

1. providing administrative support to the Executive Director
2. ensuring smooth and efficient operations of the JCSHWF Project Office
3. triaging phone, mail, and emails of the JCSHWF Project Office
4. providing administrative support to the JCSHWFS Board of Directors
5. scheduling of meetings

QUALIFICATIONS AND SKILLS

1. Graduation from high school required
2. Post secondary education in a relevant field or equivalent job experience
3. Two years of recent work experience as an administrative assistant with preference given to those with non-profit experience
4. Interpersonal communication skills including active, compassionate listening
5. Excellent written communications skills
6. Strong organizational skills, attention to detail, ability to handle multiple tasks effectively and professionally
7. Proficiency in Microsoft 365 (Word, Excel, Outlook, PowerPoint and SharePoint), Zoom and/or Microsoft Teams
8. Experience with or a working knowledge of Salesforce software an asset
9. Ability to work in a team environment where the team is located in different provinces/time zones
10. Experience with or an interest in working with the Japanese Canadian community
11. Self-motivated and able to work with minimal supervision
12. Ability to work non-traditional hours, including evenings and weekends
13. Japanese language skills desirable

Applicant will be required to complete a criminal record check for work with a vulnerable population.

COMPENSATION

Full-time based on a 40-hour work week. Up to \$52,500 per year.

Please email resume and a short cover letter to hr@jcwellness.org with the subject line “[First Name Last Name] Administrative Assistant to the ED Application”.

The JCSHWF will accept applications until 9AM PST on Friday, October 13, 2023 or until a suitable candidate has been recruited. Only short-listed candidates will be contacted.