



Dan's Legacy – Office Coordinator

Position Summary:

The Office Coordinator plays an important role in helping our office and programs run smoothly by providing day-to-day administrative and office support. Working under the direction of the Operations Manager – Job Skills Training, this position will assist with scheduling, communications, record keeping, events, office supplies, and a variety of other administrative tasks.

This Position Reports Directly to the: Operations Manager – Job Skills Training

Location: 250-131 11th Street, New Westminster, BC, V3M 4C7

Position Type: Part-Time (28 hours per week) & Fixed Term until: March 31, 2027 (with potential for extension beyond that date)

Salary Range: \$18.25/hour

Duties & Responsibilities:

General Administrative Support

- Provide day-to-day administrative support to the Counselling and Wrap-Around Programs.
- Assist the Executive Director, Program Managers, and other members of the management team with administrative tasks as requested.
- Answer and direct phone calls and respond to routine emails and inquiries as appropriate.
- Maintain organized administrative files, records, and documentation.
- Assist with filing, photocopying, scanning, data entry, and other clerical duties.
- Assist with preparing documents, presentations, reports, and other administrative materials.
- Assist with the creation, tracking and scanning of the Diner hot meal vouchers.
- Maintain and update staff contact and phone directories.
- Assist with internal communications and distribution of information to staff.
- Support the preparation and distribution of the monthly staff newsletter, with content provided by staff and management.
- Assist with administrative tasks related to onboarding new employees. While maintaining confidentiality when handling employee and recruitment information.
- Assist with organizing office documentation and records required for financial audits or other reporting requirements.
- Assist with gathering invoices, receipts, purchase records, and other administrative documentation.



Office Support

- Welcome and assist guests, visitors, and staff.
- Monitor office supplies and assist with ordering and organizing office supplies and equipment.
- Help maintain a clean, organized, and welcoming office environment.
- Coordinate routine requests related to office maintenance, mail, shipping, deliveries, and supplies.
- Assist with arranging office repairs or maintenance by communicating issues with the Operations Manager – Job Skills Training or appropriate service provider.
- Troubleshoot solutions for any technical difficulties relating to staff computers, printers or any other office equipment.
- Assist with maintaining records of office equipment and computers in coordination with the Operations Manager.
- Assist with assigning and tracking office keys and other access-related items as directed.
- Support routine office procedures related to the alarm system, cameras, and building access.
- Run occasional work-related errands as required.

Meetings and Events

- Assist with organizing internal and external meetings, presentations, conferences, and staff events.
- Take meeting minutes and distribute them as directed.
- Schedule meetings and send invitations as requested by management.
- Send invitations and confirmations as directed.
- Assist with catering, meeting materials, room bookings, accommodation, and audio/visual arrangements.
- Provide administrative support to supervisors, managers, directors, and the Executive Director for meetings and events.

Other Duties

- Assist with research and administrative projects assigned.
- Assist Executive Director with social media posts for Diner specials and other events.
- Gather information or quotes from vendors and service providers as requested by the Operations Manager – Job Skills Training.
- Provide general administrative support to staff and management.
- Perform other related duties as assigned.

**Working Conditions:**

- Combination of office-based and driving/community-based work at various partner sites.

Qualifications & Requirements:

- Minimum one (1) year of relevant administrative, office, customer service, or not-for-profit experience preferred.
- Previous office or administrative experience is an asset.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Demonstrated ability to manage multiple tasks and priorities.
- Comfortable working independently while also being part of a team.
- Good working knowledge of standard office software, including Microsoft Word, Excel, Zoom, email, and smartphone applications.
- Comfortable learning new computer systems and administrative processes.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- A successful criminal record and vulnerable sector check will be required prior to the start of employment.

Interpersonal Skills:

- Attention to detail
- Organizational skills
- Problem solving skills
- Ability to work independently
- Adaptability & flexibility
- Teamwork & co-operation
- Dependability & responsibility
- Strong communication skills

About Dan's Legacy:

Dan's Legacy provides trauma-informed and culturally sensitive counselling, outreach and job-skills training to youth at risk in Metro Vancouver. These young people, aged 15 to 25, are at significant risk of overdose, self-harm, homelessness, and suicide. Dan's Legacy's therapy and outreach teams go directly to the youth, our wait list times are minimal, and all our programs and services are free. In 2025, Dan's Legacy helped over 700 youth stabilize their



mental health, and begin working towards their educational, employment and recovery goals. For more information about Dan's Legacy: www.danslegacy.com

Dan's Legacy is an equal opportunity employer, and we attempt to hire employees who reflect the diversity of our clients – Indigenous, Black, Hispanic, South Asian and LGBTQ2S+ people are encouraged to apply. We respectfully and gratefully acknowledge that our work takes place on the unceded, and traditional territory of the Coast Salish peoples.

All employees are required to be immunized against COVID-19 and other vaccine-preventable diseases. These include, but are not limited to, measles, mumps, rubella, Hepatitis B, whooping cough (pertussis), and chickenpox (varicella).

We understand that there may be circumstances preventing vaccination. Dan's Legacy will review accommodation requests from staff who can provide reasonable justification for not being vaccinated. Please be aware that your vaccination status for these preventable diseases may be requested for work in certain facilities and locations.

While Dan's Legacy does not formally request proof of vaccination at the start of employment, the Foundation may require this proof to be provided throughout your employment due to the nature of our work. As we work with vulnerable populations and occasionally operate in healthcare facilities, Dan's Legacy follows the same vaccination protocols as the Province of BC.