

Internal/External Job Posting ADM 2006-001

Section 1

- ❖ **Job Title:** Administrative Coordinator
- ❖ **Department:** Administration
- ❖ **Start Date:** October 5th, 2026
- ❖ **Salary:** \$30.18 – \$33.49 per hour (depending on skills and experience)
- ❖ **Hours of Work:** Full-Time – 35 hours/week (Monday to Friday)

Job Summary:

The Administrative Coordinator provides high-level executive and operational support to the Executive Director and Leadership Team. This role anticipates needs, manages priorities, and supports effective decision-making across the organization.

This position is responsible for coordinating administrative functions, improving systems and processes, and ensuring efficient, professional, and compliant office operations. The role also provides leadership and coordination of administrative workflows and serves as a key point of contact for internal and external stakeholders.

Key Duties and Responsibilities:

- ❖ The Administrative Coordinator anticipating needs and aligning support with organizational priorities
- ❖ Manage and prioritize executive workflows, competing demands, and sensitive matters with sound judgment and discretion
- ❖ Serve as the primary point of contact for the Executive Director, ensuring effective information flow and decision-making, including triaging the general organizational mailbox
- ❖ Provide confidential, executive-level administrative support to the Executive Director and Senior Leadership Team
- ❖ Coordinate and manage scheduling of major organizational meetings, events, and leadership priorities in a dynamic environment
- ❖ Coordinate meetings and events, including agendas, briefing materials, minutes, logistics, and follow-up actions
- ❖ Support Board governance processes, including meeting coordination, documentation, and Annual General Meeting (AGM) logistics
- ❖ Prepare and maintain high-quality correspondence, reports, presentations, and official organizational documents, including policies and procedures
- ❖ Develop, maintain, and ensure integrity of filing systems, databases, corporate records, and agency-wide templates
- ❖ Coordinate organizational communications, promotional materials, and public-facing resources in collaboration with program and leadership teams
- ❖ Lead and coordinate agency-wide initiatives, including accreditation, strategic planning, fundraising, and staff/community events
- ❖ Oversee administrative services, including vendor contracts, insurance, office systems, equipment, and operational supports
- ❖ Lead administrative projects and continuous improvement of systems, processes, facilities, IT tools, and reporting functions, and perform other related duties as assigned by the Executive Director

- ❖ Perform other related duties as required.

Qualifications

Education & Experience

- ❖ High school diploma and a post-secondary diploma in Business Administration or a related field (or equivalent combination of education and experience)
- ❖ Minimum 4+ years of progressive administrative experience, including senior-level executive support
- ❖ Experience in a non-profit, public sector, or multi-stakeholder environment is an asset
- ❖ Experience coordinating staff or administrative functions; supervisory experience is an asset

Skills & Competencies

- ❖ Exceptional organizational and time management skills, with the ability to manage multiple competing priorities
- ❖ Excellent written and verbal communication skills, including preparation of executive-level materials
- ❖ High level of discretion, professionalism, and ability to handle sensitive and confidential information
- ❖ Strong judgment, initiative, and problem-solving capabilities
- ❖ Demonstrated ability to improve processes and implement efficient systems
- ❖ Strong interpersonal and relationship management skills across all levels of the organization
- ❖ Ability to thrive in a fast-paced, complex, and evolving environment
- ❖ Advanced proficiency in Microsoft Office Suite (Word, Excel, Outlook, PowerPoint)
- ❖ Experience with virtual collaboration tools (e.g., Microsoft Teams, Zoom)
- ❖ Experience with document management and shared platforms (e.g., SharePoint)
- ❖ Experience with databases, reporting tools, and information systems
- ❖ Familiarity with financial tracking systems and administrative processes
- ❖ Experience with design or communications tools (e.g., Canva, Adobe) is an asset

Additional Information:

- ❖ This position is open to all gender applicants.
- ❖ Criminal Record Check is required.
- ❖ Valid Driver's Licence and use of personal vehicle with appropriate business class insurance is required.

TO APPLY:

Please reply by **September 30, 2026**, with Cover Letter and Resume, quoting Posting Number ADM 2006-001

Langley Community Services Society
Attention: Human Resources
5339 207th Street, Langley, B.C. V3A 2E6
Email: hr@lcss.ca

Please note that only persons selected for an interview will be contacted. No phone calls please.