



## Senior Support North Vancouver Island

### Employment Opportunity: Administrative & Communications Coordinator Location: Campbell River & Comox Valley

The Administrative & Communications Coordinator provides primary administrative and communications support to the SSNVI Campbell River office, with supplemental support to the SSNVI Comox Valley office. This role is integral to the effective operation of office functions, programs, and public-facing communications.

The Coordinator undertakes a wide range of day-to-day administrative, program, and communications tasks that support SSNVI's mission and services. The role works closely with the Executive Director and program staff and contributes to the coordination and promotion of key programs, including Better at Home, Community Connector, and Volunteer Coordination.

This is a public-facing position that requires regular interaction with clients, community partners, and stakeholders. The successful candidate will demonstrate professionalism, warmth, and a service-oriented approach, along with strong organizational and communication skills. The Coordinator must be invested in the nonprofit sector, adaptable to new challenges, and committed to the belief that all tasks contribute meaningfully to client service.

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#### Key Responsibilities

##### Administrative & Program Support

- Provide administrative support to all programs based in the Campbell River office and supplemental administrative support to the Comox Valley office.
- Assist with the coordination of operations and programming for the Better at Home, Community Connector, and Volunteer Coordination programs.
- Work directly with and under the direction of the Executive Director.
- Maintain accurate and organized databases, track program data, and prepare reports as required.
- Maintain manual and electronic filing systems.
- Assist with monthly, quarterly, and annual reporting.
- Assist with grant writing as directed by the Executive Director.
- Coordinate the calculation of the Campbell River Living Wage.

##### Client & Community Engagement

- Respond to client inquiries and connect individuals, as needed, to appropriate programs, staff, or community resources.
- Ensure a welcoming, professional, and supportive environment for clients and visitors.

- Work collaboratively with staff, volunteers, and external partners to support organizational goals.
- Attend community events and public presentations to support SSNVI staff, collect photographs, and gather information for future communications.

### **Communications & Public Relations**

- Manage and maintain SSNVI's website and social media accounts.
- Ensure a minimum of two social media posts per week.
- Manage SSNVI's online presence to promote programs, events, and organizational impact.
- Provide a monthly 750-word editorial for *Wellnessnews* in a print-ready format.
- Publicly promote SSNVI's work through presentations, event participation, and communications support.

### **Resource Management**

- Manage an online and physical resource centre located at the Campbell River office.
- Maintain a small physical resource centre for the public, SSNVI staff, and partner agencies.
- Coordinate ongoing updates to the internal resource guide.
- Coordinate annual updates to the North Island Seniors Resource Guide for Campbell River.
- Serve as an information hub by maintaining accessible resource materials for clients, staff, and community partners.

### **Additional Requirements**

- Occasional evening and weekend work is required.

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### **Essential Skills & Competencies**

- Excellent organizational and time management skills
- Strong written and verbal communication skills
- Professional, client-centered, and approachable demeanor
- Ability to work independently and collaboratively as part of a team
- High attention to detail and accuracy
- Proficiency in Microsoft Office Suite, particularly Excel, Word, and PowerPoint
- Knowledge of QuickBooks Online
- Basic bookkeeping and budget tracking skills
- Understanding of nonprofit or social service program operations
- Social media and basic website experience

### **Qualifications:**

- Administrative experience.
- High school diploma or equivalent.
- Clear criminal record check.
- Experience working in a nonprofit organization required.

- Experience with grant writing or fundraising beneficial.
- Knowledge of QuickBooks Online and basic bookkeeping and budget tracking skills or willingness to learn.

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This position is 28 flexible hours per week which may include evenings and weekends. The starting wage is \$33/hour. The position provides 4 weeks of annual vacation time and 3 weeks of (non-cumulative) annual sick time.

The position is based in Campbell River, however SSNVI provides service in the Comox Valley and the Campbell River Region. Employees should expect to travel to and from the Comox Valley approximately once per month.

The position will begin as soon as possible.

A detailed job description is available at [www.ssnvi.ca](http://www.ssnvi.ca).

Interested applicants are invited to email their cover letter and resume in a single PDF file to the Executive Director at [admin@ssnvi.ca](mailto:admin@ssnvi.ca). Questions about the role may be directed to the Executive Director at [admin@ssnvi.ca](mailto:admin@ssnvi.ca). Please allow up to 48 hours for a response.

A satisfactory BC Ministry of Justice Criminal Record Check must be agreed to and *will be completed by Senior Support North Vancouver Island at time of hiring.*

Applicants chosen for interviews will be contacted as soon as possible after the closing date. Applicants are advised that the interview will include

- Extensive conversation about office administration, collaborative work environments, and organizational development.
- providing a sample of writing skills done at the interview, and
- proving basic computer skills in Word, Excel, Adobe, and PDFs at the interview.

**Closing date for applications is February 13, 2026 at 12 noon.**

*Senior Support North Vancouver Island encourages applications from all qualified applicants.*