

Council to Reduce Elder Abuse (CREA)

Administrative Coordinator - *Contract Opportunity*

The Council to Reduce Elder Abuse (CREA) invites applications for an Administrative Coordinator contract opportunity.

CREA is a province-wide group created in 2013 by the BC Government's Ministry of Health. CREA fosters collaboration and coordination to advance the prevention of elder abuse including recognition, prevention, and response by sharing information, raising public awareness, and supporting professional development and capacity-building across BC. CREA is made up of representatives from various sectors including the finance, policing, health, and law, and sustains its work thanks to financial support provided by the BC Ministry of Health. For more information, visit our website: reduceelderabusebc.ca.

The British Columbia Association of Community Response Networks (BC CRN) administers funding for CREA activities.

Contract Summary

The Administrative Coordinator provides clerical services to CREA. This includes coordinating and supporting its Action Groups, organizing in-person and teleconference meetings, catering, virtual meeting video links, creating agendas and minutes and updating the website. The contractor also oversees the organization of all CREA documents and reports.

The successful candidate will be a resident of British Columbia, Canada. Preference will be given to candidates residing in the lower mainland, as supporting conferences and in-person meetings is sometimes necessary.

This is a contract to provide a range of services to CREA. These services include, but are not limited to, providing support to the Chair of CREA in the following areas:

Regular CREA Meetings

- Arrange for in-person meeting space, including teleconferencing, AV requirements and catering (if required).
- Set up video-based program links for meetings
- Send out meeting information and reminders, and track attendance
- Maintain and circulate agendas
- Attend meetings
- Draft and circulate minutes and other documents, as required

Supporting CREA Members

- Respond to CREA member emails and inquiries
- Organize and circulate resources
- Create/update administrative documents, as required
- Document and maintain CREA processes and member responsibilities/expectations
- Maintain the New Member Orientation Package

Program Support and Organization of Information

- Assist with Action Group meetings and events for the Financial Abuse Investigators Action Group, Operations Group and others, as they arise
- Synthesize current CREA materials and outcomes for the purposes of inclusion on CREA website and for new member orientation
- Maintain files on communication with the Provincial Government, including applications for funding
- Assist with documentation for annual reporting and strategic planning
- Update the membership list and maintain the CREA website and OneDrive folders; archive and give members access to documents
- Keep user login accounts current
- Maintain all CREA policy and procedure documents current
- Respond to email enquiries

Required Skills, Knowledge, and Qualifications

- Relevant Degree; Diploma or equivalent education and/or experience (Business Administration, Communications, etc.)
- Exceptional written and verbal communication skills
- Well organized and detail-oriented
- Able to take detailed minutes/notes
- Reporting, organizing, filing and document management
- Proficiency in Microsoft Word & Excel and WordPress
- Knowledge of provincial seniors organizations strongly preferred.

Contract for Administrative Services

This contract is for the term of March 1, 2025, to March 31, 2026, with the possibility of annual renewal. The hours worked are flexible with the exception of attendance at scheduled CREA meetings and events and meetings of the Action Groups and Operations Group. These meetings and events occur during normal business hours. CREA will pay \$47.25/hour for up to 170 hours annually.

Applications:

Those qualified are asked to submit a cover letter with resumé, outlining their experience and suitability for the position to: info@bccrns.ca with the subject line: CREA Administrative Coordinator Contract Posting. For more information on CREA, visit our website: reduceelderabusebc.ca

We thank all who apply. We will be contacting only those candidates selected for an interview.