

FAMILY SERVICES of the NORTH SHORE

Job Posting

Temporary position

Position:	Christmas Bureau Office Supervisor
Position #:	17-1162
Reports to:	Manager of Community Engagement & Philanthropy
Location:	North Shore Christmas Bureau office
Closing:	September 24, 2017

The Agency:

Family Services of the North Shore is an accredited, not-for-profit, community based organization which serves the City and District of North Vancouver, the District of West Vancouver, Lions Bay and Bowen Island. Family Services of the North Shore also provides provincial wide programming in the prevention of eating disorders.

The Program:

The Christmas Bureau offers support to low-income families, seniors and persons with disabilities, who live in North or West Vancouver, Bowen Island or Lions Bay and are in need of assistance during the holiday season. Christmas Bureau recipients are matched with donors who prepare a hamper of grocery gift cards & gifts for that family, senior or person with disabilities. Recipients with children and seniors with grandchildren also have the opportunity to visit our toy shop and select a few gifts for their children. Christmas Bureau recipients who are not matched with a donor receive a hamper created by the Christmas Bureau volunteers.

The Job:

You will be responsible for the day-to-day operations of the Christmas Bureau and the Toy Shop, including meeting with applicants and donors, organizing the overseeing the matching program, assisting donors, setting up and dismantling the office space, and ensuring that the office is running smoothly.

This position runs from approximately October 10, 2017 – January 31, 2017 for approximately 400 hours of service. The hours will be concentrated primarily from November 6, 2017 – December 22, 2017.

The Candidate:

You are an experienced administrator with at least 2 years of experience working in a complex office environment. You are comfortable with technology and are proficient with Microsoft Office. You have experience leading teams and have worked collaboratively with colleagues and volunteers. You have a good understanding of privacy and confidentiality and strong organizational skills. You are flexible and accommodating and comfortable working with diverse populations and in very busy settings.

Proficiency in a language in addition to English would be considered an asset.

Please respond, in confidence, with cover letter and resume to:

Kathleen Whyte

Senior Manager of Human Resources

careers@familyservices.bc.ca

While we thank all applicants for their interest, only short-listed candidates will be contacted.