

Full-Time Administrator – Plan Institute

About Plan Institute:

Plan Institute is a nationally registered charity, whose mission is to empower people with disabilities to lead a good life. We do this through:

- Innovation – We engage in social innovation through community-based projects and partnerships that help empower those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute envisions a future where all people with disabilities lead a good life. For Plan Institute, the concept of a good life means: being financially secure; contributing to and participating in caring and inclusive communities; being respected and empowered to make decisions; knowing the loving support of friends and family; choosing a place to live and call home; and having a well-planned future.

In this 2019 video, we discuss why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

About the Position:

We are looking for an experienced and detail-oriented Administrator who shares our organizational values and brings a positive and open mindset to our team. This role supports all areas of the organization by managing administrative responsibilities and working together with the team on various initiatives. The individual in this role must be adept at both independent work and team collaboration, with strong multitasking abilities, a high level of accountability, and the ability to meet deadlines efficiently.

Our work is deeply collaborative; we value the unique skills and abilities that everyone brings to the team and are always looking to incorporate everyone's talents into the work we do.

Responsibilities of this position include:

- Develops and maintains relationships with our regular contacts, answers the main phone line and responds to emails sent to our info@planinstitute.ca email account.

- Manages administrative functions of the organization, including keeping governance documentation up to date, ensuring the office functions are organized, back-end administration of several online platforms (Asana, Net2Phone, Survey Monkey, Constant Contact, Google Drive, Highrise, etc.), and managing technology needs of the office (with the help of a third-party service provider).
- Ensures insurance policies are relevant and up-to-date, reviews rental and utility contracts and ensures payment of invoices on time, manages all details related to an external site storage facility.
- Assists the Executive Director with all other administrative and organizational tasks as required.
- Assists the Board of Directors and Executive Director with all activities related to Board and Governance matters, including supporting policy development, organizing meetings, preparing meeting packages, and taking meeting minutes.
- Supports the HR functions of the organization, including supporting policy development, extended benefits management, job postings, interview coordination, new employee orientations, employee handbook updates, etc.
- Applies for the Canada Summer Job and supports hiring of interns, if required.
- Supports Manager of Communications with social media, communications, website and promotional work.
- Supports learning portfolio as required, including activities such as course and event administration, tracking registrations, database management, communicating with registrants, venues, and suppliers, preparing course material, etc.
- Supports report and grant application writing, as needed, by compiling stats, details, etc. in conjunction with the PI team.
- Manages order fulfillment for products purchased by phone and through online store.
- Manages our CRM database (Highrise), ensuring it is up-to-date and organized, develops processes, and trains users.
- Coordinates privacy access compliance in alignment with the Personal Information Protection Act (PIPA)
- Responsible for internal communication and tasks related to team meetings, office closures, team events, birthdays, etc.
- Other tasks as required.

Job Requirements:

- Excellent communication, interpersonal, and connection-building skills.
- Ability to work collaboratively with a diverse group of people in a team setting.
- Exceptional time management and multi-tasking skills.
- Initiative-taker with the ability to work with minimal supervision.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.
- Experience managing the administrative functions of an organization is required.
- Experience with Microsoft Office, including Word, Excel, and PowerPoint required.

- Experience working with partners, including individuals and other organizations.
- A personal connection to disability and/or experience working in the disability community is a strong asset.
- Experience managing the HR aspects of an organization is a strong asset.
- Experience managing non-profit governance requirements is a strong asset.
- Experience with Highrise, Asana, and Zoom Webinar and Constant Contact is an asset.

Compensation & Work Schedule:

- Hours of work are 37.5 hours per week, Monday to Friday, from 9 AM to 5 PM (some flexibility is available).
- An annual salary of \$51,000 plus benefits cost sharing, RRSP matching, and potential bonuses.
- 3 weeks annual vacation.
- Anticipated start date: as soon as possible.
- Our team currently works with a flexible hybrid model, working both from home and in a shared office space in Burnaby. Monthly travel to our physical office is required. Occasional travel to external site storage facility and other event locations will also be required as needed.

How to Apply:

Please [apply here](#). Please note that applications will only be accepted through our application form.

- Job posting closes on Sunday, July 7th, 2024 at 11:59PM PST.
- We thank all applicants for their consideration of this position. Shortlisted applicants will be contacted by July 12th, 2024.
- If you have any questions about the position, please contact info@planinstitute.ca.

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, including race, national or ethnic origin, sexual orientation, gender identity, disability, and mental illness are welcomed and encouraged to apply.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communication supports are available for applicants by request; please contact info@planinstitute.ca.