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Kelowna, BC V1Y 9H2
Administration: 778-478-7774
24-hour Line: 250-763-1040
kelownawomensshelter.ca

Administrative Supervisor

The Central Okanagan Emergency Shelter Society (COESS), operating as Kelowna Women's Shelter (KWS) since 1980, provides a wide range of programs and services, with a focus on the education and prevention of domestic abuse while offering support programs and services for women and children, during and following an abuse crisis.

Kelowna Women's Shelter is about to expand its programs and services in West Kelowna with the opening of our brand new transition and second stage housing facility this spring. We are currently seeking an administrative professional who is inspired to help us with this exciting time of growth and change.

The Administrative Supervisor adheres to the *Mission Statement*, vision, values, philosophy, and policies of KWS.

Reporting to the Director, Programs & Services, the Administrative Supervisor is responsible for:

- Overseeing and coordinating office administrative procedures for all KWS locations.
- Developing, reviewing, evaluating, and implementing new administrative procedures.
- Overseeing and providing administrative support to the Executive Director, Director, Programs & Services, Board of Directors, and other management staff as requested.
- Supervising administrative team members.

Competencies

Decision Making
Process Management
Attention to Detail
Flexibility
Leadership
Communication
Tech Savvy
Business Acumen
Collaborative
Prioritization
Critical Thinking

Qualifications & Experience

Completion of a 1 year certificate program in business or office administration.

Minimum of two years' recent experience in office administration or related field.

Proven experience as supervisor or relevant role.

Valid BC Driver's licence and own vehicle.

Must be proficient in Microsoft Office Suite programs.

Excellent organizational, time management and multi-tasking abilities.

Must have excellent interpersonal communication skills (oral & written).

An ability to creatively problem solve.

An ability to engage with diverse populations in a respectful and culturally responsive manner.

Knowledge of domestic abuse and its impacts.

Ability to actively support a healthy organizational culture, teamwork, and collaboration.

This is a 37.5 hour per week, Monday to Friday, regular full-time position. We are offering a competitive salary and full benefits package after successfully completing the probationary period. This position performs its work on site.

If you are interested in applying for this position, please send in your resume and cover letter to careers@kelownawomensshelter.ca. This posting will remain open until the right candidate is found.

We thank all those who express interest in this opportunity, however, only those short-listed will be contacted.