



# Community Social Planning Council

**The Community Social Planning Council** is a non-profit community organization that has been leading housing and homelessness, antipoverty and broader community development initiatives across Greater Victoria for more than 80 years. Regional programs include multiple Point in Time Homeless Counts, Greater Victoria Rent Bank, Coordinated ID Service, the Low-Income Transit Assistance Program, and extensive research-driven community projects. For more information visit [communitycouncil.ca](http://communitycouncil.ca).

## **JOB POSTING: Financial/Administrative Assistant**

**Full-time position:** Full-time (30 hours per week). CSPC office hours are 9:00 am to 4:30 am, Monday to Thursday.

**Wage:** \$26 - \$30 per hour starting wage, depending on relevant education and experience. Generous annual leave, wellness leave, statutory holidays, and a Christmas office closure – as well as excellent extended health benefits – are available after a successful 3-month probationary period.

**Location:** Our office is located on the unceded territory of the Lək̓ʷəŋən speaking peoples in Downtown Victoria. Hybrid in-office and home-based work are possible, subject to operational demands and the supervisor's approval.

**Planned start date:** Immediate

## **POSITION SUMMARY**

The Financial / Administrative Assistant will perform a wide range of financial and administrative duties to support the Director, Operations and Finance and the Greater Victoria Rent Bank team. They will have strong financial acumen, be detail-oriented, and have the ability to support the needs of a team.

### **Main Tasks and Responsibilities**

- Conduct discrete financial tasks, client billings, receivables, payables, expenses, requisitioning cheques, and completing financial transfers
- General clerical duties including photocopying, fax and mailing
- Maintain electronic and hard copy filing systems for consistency of sub-filing, and ease of access to working files
- Support Director, Operations and Finance and Manager with Greater Victoria Rent Bank operations, including tracking loan repayments, loan recipients follow up etc.
- Maintain office supply inventories including staff laptops, telephones, and petty cash
- Coordinate maintenance of office equipment
- Other duties as required

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We recognize and acknowledge the unceded territory of the Coast Salish peoples and thank the Nations for the opportunity to live and work within their traditional territories.

You will work for and with the Director, Operations and Finance to ensure all information is up to date and accurate.

## QUALIFICATIONS

- 3 years of experience plus a related Diploma
- Strong computer skills, knowledge of relevant software (Microsoft Teams,) and the confidence to learn new software
- Operating knowledge of standard office equipment (copier, business phones, work stations, etc)

## KEY COMPETENCIES

- financial ...
- problem assessment and problem-solving
- information gathering and information monitoring
- empathy and awareness of trauma-informed service an asset
- flexibility
- adaptability
- customer service orientation
- teamwork

## TO APPLY:

Send your resume and a cover letter outlining your interest in this work to Barry Hutchinson, Director, Operations and Finance: [finance@communitycouncil.ca](mailto:finance@communitycouncil.ca)