



This Space Belongs to You Society
Administrative Manager: Part Time Contractual Position
*Job Posting **

Updated March 2024.

About This Space Belongs to You Society

This Space Belongs to You Society (This Space) is IBPOC and/or 2SLGBTQIA+ mental health organization supporting those 12-24. We offer no-cost 1:1 counselling, group programming and a gender-affirming wear program for queer and/or IBPOC people to access. We are located in the Okanagan, British Columbia.

Terms of Employment

Position: *Part Time Administrative Manager (hybrid - in person & virtual in the Okanagan).*

The employee agrees to perform the duties and responsibilities associated with this part time position.

Qualifications/Experience

This Space is “for community, by community” meaning all staff identify as queer and/or IBPOC.

- A college degree, a bachelors etc in a related field (*ie., business, finance, management etc*)
- Awareness about the mental health field and/or non profit field.
- Ability to network and facilitate meetings with stakeholders, community members and funders on ED’s behalf.
- Grant writing experience.
- Experience working with queer and/or IBPOC young people.
- Advocacy and activism background/passion.
- Lived Experience.
- Able to take initiative without direction.
- Proficient in gmail and excel.
- Good written and verbal skills.

Key Responsibilities:

- Assist the ED in preparing and submitting grant proposals, including researching funding opportunities, drafting proposals, and compiling supporting documents.
- Write and submit grant proposals in consultation with ED.
- Maintain accurate records of grant submissions, financial transactions, and other relevant documents.

- Coordinate meetings and events for This Space staff (ie. staff meetings), including scheduling, and taking minutes.
- Respond/facilitate emails regarding networking, community collaborations and/or program expansion.
- Provide general administrative support to the ED (ie. responding to community requests, coordinating locations for meetings, coordinate donations from community members)
- Facilitate/organize community events (ie. Pride events, gala events, fundraising events, workshops etc).

Employment Status

The employee's employment is **Part-Time/Contract**, commencing on *[DATE: TBD]* and is contractual in nature.

Employees, in consultation with Meaghan Duckett will manage their own schedule.

Compensation

The employee's compensation will be \$28.00 per hour for 2-3 hours/week (~8 - 12 hours/month).

Payment will be made monthly via direct deposit, and staff are to invoice their supervisor every month

Confidentiality

The employee agrees to maintain strict confidentiality regarding all client information and organizational matters, in accordance with legal and ethical standards. All staff will sign a confidentiality agreement.

Code of Ethics

The employee is expected to abide by the ethical guidelines and professional standards relevant to their counseling profession and the policies of the organization.

Informed Consent

The employee acknowledges they have been provided with the organization's policies and procedures and understands their obligations and responsibilities.

Please submit a resume and a cover letter to meaghan@thisspacebelongstoyou.com