

Post title:	Administrative Coordinator
Duration:	Permanent, Full-time (37.5 hours/week)
Date required:	Immediate
Duty station:	Victoria, Canada

ABOUT THE ARTISANAL GOLD COUNCIL

Through our global partnerships and innovative programs, the Artisanal Gold Council (AGC) carries out its mission to improve the opportunities, environment and health of the millions of people involved in artisanal and small-scale gold mining (ASGM) in the developing world. Led by a multidisciplinary team of experts, the AGC is at the forefront of catalyzing the change towards sustainable development in the ASGM sector.

Established in 2007, and located in Victoria, Canada, AGC creates innovative and practical solutions based on our deep field experience working with artisanal and small-scale mining communities and as well as through our collaborations with international partners. The AGC employs an integrated approach to our programs focused on improved practices, governance, health, the environment, gender, markets, and livelihoods.

The AGC is a fast-growing organization implementing projects in over a dozen countries around the world. We foster a team culture that is creative, collaborative and offers diverse experience from working with local communities to engaging with international funders.

For more information, please visit: www.artisanalgold.org

POSITION OVERVIEW

The Administrative Coordinator role with the Artisanal Gold Council is an outstanding opportunity to be involved with a world-leading organisation and its diverse international operations. The position is based out of our headquarters office in Victoria, BC. The position will report to the Executive Director and work directly with project teams. The position will work closely with the Executive team and provide support to the Board of Directors. They will also be in close collaborative relationships with the field technical and project management teams to provide support on many aspects of funding, project implementation, and reporting.

- Manage Head Office systems and facilities
- Assist team members as needed including booking travel, accommodation, travel visas and providing support or leading on project logistics including procurement
- Maintain key office documents including bylaws, employee handbook, as well as coordinate corporate filing system



- Assist with logistics and coordination with project teams
- Act as Board Secretary including taking minutes, organizing board meetings, and supporting Board of Directors
- Organize meetings, events and schedules as needed
- Perform front office duties
- Coordinate with human resources to handle payroll and personnel databases
- Work with accounting departments to process invoices, make payments, track receipts, and manage petty cash

QUALIFICATIONS FOR ADMINISTRATIVE COORDINATOR

- Degree, or equivalent combination of diploma/certificate and experience in relevant area such as communications, business administration, accounting, or other
- Self motivation, able to source tasks, work independently
- Extremely persistent in independent problem-solving situations, ability to map solutions to complex questions, follow-through on long-term processes, etc.
- Strong interpersonal skills, possessing strategies for maintaining connections with global team
- Well-developed organizational skills: possessing strategies and techniques to manage large quantities of information and changing priorities
- Excellent writing skills, both technical and narrative; comfort drafting correspondence for varied audiences, including official/formal letters
- Well-developed skills in editing, formatting, and reviewing documents in Word and Google Docs
- Strong skills with MS Word, Excel and Powerpoint
- Demonstrated experience planning and managing event logistics
- Experience with a Board of Directors and BC Societies an asset
- Comfort with strategic use of social media, Wordpress, YouTube, and other tools for online content creation and distribution
- Comfort with software and hardware used for presentations, video conferencing, conference calls, and other meeting or workshop requirements
- Demonstrated success in fundraising and proposal writing an asset
- Motivated by goals and objectives related to our mission.
- Ability to work past normal hours on occasion in order to meet deadlines.

Language

Fluency in written and spoken English is required. Speaking, reading and/or writing in French, Spanish or other languages relevant to our work will be considered an asset.

To apply to this position please send a cover letter and resume, in English, stating the job title in the subject line, to careers@artisanalgold.org.