



theDock Centre for Social Impact in downtown Victoria is looking for a rock star to join the dockHand program as an **Administrative Coordinator**.

About theDock: theDock Centre for Social Impact is Vancouver Island's social impact hub providing space, services, learning, and connection for Vancouver Island changemakers. theDock supports community through a vibrant and inspiring space providing offices, co-working space, hot desks, event and meeting spaces, community membership packages, and more.

Details:

- **Position:** Full-time position - 37.5 hours per week during Dock office hours, Monday to Friday, 8:30am - 5pm
- **Compensation:** \$15.20 / hour plus 24/7 access to theDock [coworking space](#), use of facilities and [member benefits](#).
- **Anticipated Start Date:** May 31st, 2021
- **Anticipated End Date:** September 1st, 2021
- **Location:** In person, downtown Victoria. Unfortunately, this position does not support a remote work option.
- **COVID-19 Considerations:** theDock has implemented mandatory COVID-19 health & safety measures. Read the full details [here](#).
- **Accessibility:** Read theDock accessibility statement [here](#).
- Read the full Dock Policy Manual [here](#).

Position Description:

Reporting to theDock Operations Manager, the Administrative Coordinator supports the maintenance of the day to day operations of theDock coworking space and facilities and implement programming and activities to create a vibrant, engaged and welcoming atmosphere for Dock members:

- Front-desk and general reception duties including answering email and phone inquiries, ordering office supplies, and managing and booking meeting spaces.
- Represent theDock as a host by prepping meeting room spaces, hosting tours, and participating in community events
- Assisting Dock members with general administrative queries and IT support
- Meeting room and equipment setup as required
- General upkeep of the space, including cleaning, supply refill, and plant watering
- Assist the Operations Manager with other general duties as required.
- Work with the Operations Manager and dockHand program members to create and implement programming and activities that animate the space and engage Dock members. Current projects include:

- o Organize virtual community-focused events like film screenings and facilitated discussions (paused due to COVID-19)
- o Assist the Community Manager to maintain the social change book library
- o Assist the Operations Manager to create a Sustainability Plan in accordance with the Vancouver Island Green Business Collective requirements.

Preferred Qualities:

- **Innovative:** you will be responsible for brainstorming innovative ideas and projects to animate the coworking space and engage Dock members.
- **Collaborative:** As Animators, you are responsible to develop programming to build community. You will be required to collaborate (virtually) with Dock members and staff to realize your project goals.
- **Time Management:** We will provide project support, but it is up to the dockHand to manage their own schedule and project timeline.

Apply: theDock - Centre for Social Impact supports the principle of equity and recognizes that members of certain groups within society may have limited access to work and volunteer opportunities. As a social impact hub, theDock is committed to ensuring equitable representation for everyone, particularly groups who face discrimination in Canadian society. Diversity within the staff, members, and volunteers will make theDock a better community hub. [This position is funded by Canada Summer Jobs which provides work experience for youth, aged 15-30.](#)

If you meet the above requirements, please submit a short cover letter and resume to community@thedockvictoria.com. Successful applicants will be contacted for an interview.