



CSSHSA humbly and respectfully acknowledges the unceded lands of more than 200 distinct First Nations in British Columbia. We further acknowledge that colonization and associated attitudes, policies and institutions have significantly changed Indigenous peoples' relationship with this land. In our work and in our lives, we are committed to listening and learning, to truth and reconciliation, and to finding better ways of being on this land.

Office Administrator and People Coordinator

Position Overview

We're looking for an organized, people-focused professional who thrives in a collaborative environment and enjoys keeping operations running smoothly. As our Office Administrator & People Coordinator, you'll play a key role in supporting our people, workplace, and day-to-day operations while helping foster a positive and inclusive organizational culture.

This is a full-time, permanent hybrid role. The successful candidate will be expected to work from our Vancouver office on designated in-office days.

Working closely with the Director of Operations, People & Culture, you'll provide administrative support across People & Culture, office operations, Board administration, and executive support.

We understand that formal, written applications may be a barrier and welcome other ways of sharing your knowledge, learning, and gifts. If a written application may be a barrier, please email sally@exalthrconsulting.com.

Key Responsibilities

- Contribute to a culture that promotes respect, equity, inclusion and innovation, models anti-racist behaviours, and practices accountability holistically and wholeheartedly.
- Demonstrate empathy, professionalism, and discretion in all interactions with colleagues and the public; respect the highest level of confidentiality and privacy.
- Support recruitment and onboarding, including job postings, candidate communications, onboarding, and maintaining employee records in BambooHR.
- Coordinate HR administration, including employee documentation, leave tracking, policies, and staff engagement activities.
- Prepare and proofread correspondence, reports, presentations, and other organizational documents.
- Coordinate meetings, calendars, travel, and administrative support for the CEO, Board, and Advisory Panel, including agendas, materials, and meeting minutes.
- Manage office operations, including supplies, equipment, facilities, inventory, and vendor relationships.
- Maintain organizational records, filing systems, SharePoint access, and Board documentation.
- Support routine financial administration, including corporate credit card reconciliations.
- Identify opportunities to improve administrative processes while contributing to a positive, collaborative, and inclusive workplace culture.

Qualifications

- Diploma or post-secondary education in Business Administration, Human Resources, Office Administration, or a related discipline, or an equivalent combination of education, training, and experience.
- 1-2 years of related administrative experience, including experience supporting office operations and/or Human Resources functions.

- Empathetic relationship builder, with demonstrated strong interpersonal, organizational, and communication skills.
- Self-starter with demonstrated ability to work well independently with minimal supervision and collaborate within a team setting, strong attention to detail, ability to handle multiple priorities.
- Proficiency with Microsoft Office, BambooHR or another HRIS is an asset.
- Supportive of community relationship building and decolonization.
- Open-minded and flexible in thoughts and tactics; patient and active listener with the ability to uphold personal and professional boundaries.
- Experience in a non-profit, association, or community-based organization is an asset.
- Occasional travel throughout British Columbia may be required.
- Satisfactory Criminal Record Check.

What We Offer

- Opportunity to be part of a growing organization and team.
- Ability to contribute to meaningful work, develop best practices and system wide solutions for wellness and workplace safety for CSS workers across the province.
- Health and Dental benefits.
- Paid vacation.
- Professional development and membership opportunities.

Salary Range: \$45,000 - \$58,000 per year.

The starting salary for this position will be determined with consideration for the successful candidate's relevant education and experience as well as internal equity.

Deadline to Apply: September 4, 2026

- Please email a cover letter and current resume for consideration to sally@exalthrconsulting.com.
- If you would like to receive a full copy of the job description, please email sally@exalthrconsulting.com.

We wish to thank all applicants for their interest and effort in applying, however, only those candidates selected for an interview will be contacted.

About Us

VISION: Well-being & Safer Spaces for All
MISSION: To foster and promote safer and healthy workplaces in the Community Social Services (CSS) sector in BC
VALUES: Reconciliation; Equity, Diversity & Inclusion; Engagement; Prevention

Community Social Services Health and Safety Association of BC (CSSHSA) values are interconnected and mutually reinforcing. We understand that our commitments to reconciliation and equity, diversity and inclusion are threads which weave through and inform how we engage with the CSS sector and how we approach prevention.

In collaboration with CSS sector employers, employees, unions, and our partners, CSSHSA provides support and delivers information, education, tools, and resources to our CSS members. By building strong relationships within the CSS sector, we continue to enhance community wellness and workplace safety across BC.

We foster a workplace culture that embraces equity, diversity, and inclusion at every level.