



## **JOB POSTING FOR ADMINISTRATIVE ASSISTANT**

**Location:** Vancouver, working out of our Chinatown office

**Contract:** 22.5 hours / 3 days a week  
Additional hours will be available based on project and grant funding

**Rate of pay:** \$32.40 an hour with benefits  
This is a unionized position working under collective agreement with the ACWU IATSE Local B778

**Contract:** 1 year with the possibility of extension

The Union Cooperative Initiative (UCI) is hiring a new Administrative Assistant to support the growing union cooperative movement in British Columbia.

### **BACKGROUND**

The UCI is a new non-profit multi-stakeholder cooperative established in 2021 to support the development of union cooperatives as part of a solidarity economy in British Columbia.

Our cooperative builds an economy that works for all - by supporting the creation, incubation, and operation of unionized cooperatives that provide family sustaining and flexible jobs that are good for people and the planet, provide business opportunities for underserved communities, and are accountable to the communities we serve.

The UCI currently operates three main program areas: cooperative development services with value-aligned partner organizations, a worker training program that includes the delivery of the BCFED Organizing Institute, and Cooperative Incubation and support services.

The UCI was founded by the Arts and Cultural Workers Union (ACWU), BC Federation of Labour, IATSE Local 891, and MoveUP labour unions with support from Vancity Credit Union, Union Protein Project, Community Savings Credit Union, Victory Square Law Office, and the Alliance for Cooperative Development through the BC Cooperative Association.

The Union Coop organizing model was established in the United States a decade ago through a historic partnership between the United Steelworkers (USW) and Mondragon Cooperatives of Spain. We build on this success of Co-op Cincy and their member cooperatives and the Vancouver Artists Labour Union Cooperative (VALU CO-OP).

## **JOB DESCRIPTION**

Under the direction of the Managing Director, the UCI is seeking an administrative assistant starting on a 22.5-hour / 3 days a week contract. Regular work days are Tuesday to Thursday from 9 am to 5 pm.

The administrative assistant will support the 4 person UCI core worker team, coordinate the community print shop, and provide administrative and operational support to UCI members.

A passion for community development, dedication to social and economic justice, and interest in building a solidarity economy is required.

This position is a one-year contract made possible through operational funding from the Alliance for Cooperative Development and Vancity Savings Credit Union and will be extended should grant funding be renewed.

## **QUALIFICATIONS**

- 3 or more years experience in a lead or independent administrative role.
- Excellent computer skills including knowledge of database and word processing spreadsheet software.
- Demonstrated ability to interpret and apply organizational policies and procedures.
- Ability to adapt and integrate new technology trends.
- Excellent organizational skills with demonstrated attention to details.
- Excellent communication skills.
- Effective time management skills.
- Initiative to work independently.
- Demonstrated ability to work well within a team.

Familiarity, understanding, and support of the principles of labour unions and cooperatives is essential for success in this role.

The UCI will begin operating a commercial print shop in January of 2022. Familiarity and experience in a commercial print or equivalent enterprise is considered an asset.



Additional spoken and written language skills are an asset.

## **JOB DUTIES**

Although this position is a part of a team, this work is primarily self-directed and requires strong time management, scheduling and organizational skills.

Key responsibilities include:

- Provide administrative support for staff as needed.
- Process mail for the UCI and member cooperatives.
- Review and triage incoming correspondence.
- Prepare responses to inquiries and other routine correspondence.
- Meet and greet visitors to the UCI studio.
- Make necessary travel and booking arrangements.
- Prepare reports, process expense statements, and invoices.
- Send quotes and process billing.
- Create and maintain filing systems for hard copy and electronic files.
- Post to UCI and incubated cooperatives social media accounts.
- Update the UCI website.
- Compile and file reports as required.
- Other duties as assigned by the Managing Director.

Print Shop responsibilities:

- Answer questions and inquiries on print shop services and pricing.
- Coordinate production schedules with designers and production workers.
- Inspect completed jobs to ensure work meets requested specifications, quality standards, and quantity requirements.
- Photograph and upload items and maintain the UCI online shop.
- Package and ship orders.
- Provide regular maintenance of print shop equipment on machines and tools.
- Print sticker, button, and other paper product orders.
- Assist in preparations for screen printing orders.
- Conduct regular inventory assessments and implement inventory controls.
- Order materials and liaise with numerous vendors.
- Conduct regular OH&S assessments to ensure a safe working environment.
- Regular lifting of print materials including boxes and rolls of paper that weigh 30+ lbs.

## **JOB LOCATION**



This is an office based position located out of the UCI Studio in Chinatown, Vancouver.

## **WAGES AND BENEFITS**

Workers at the UCI are covered under collective agreement with the Arts and Cultural Workers Union (ACWU), IATSE Local B778.

Administrative Assistant roles start at \$32.40 an hour.

## **TO APPLY**

Please fill out an application and upload your resume and cover letter to <https://forms.gle/v1DJpT6JzKkqjrpb6> or submit by email to [jonny@unionci.ca](mailto:jonny@unionci.ca). Applications are due by 5 pm on January 10, 2023.

Only those candidates shortlisted will be contacted for an interview.