



### **LIFE RECOVERY ASSOCIATION IS HIRING A FULL TIME BUSINESS ADMINISTRATOR.**

Qualified applicants are to submit a cover letter and resume in PDF to Coletta Holmes, Executive Director [director@liferecovery.ca](mailto:director@liferecovery.ca) . This posting will remain open until the position is filled.

LIFE is a registered charity and Christian ministry that exists to support women in recovery from addiction. We provide abstinence-based programs in 4 homes in the Clearbrook Corridor of Abbotsford, BC.

### **PRIMARY FOCUS**

The Business Administrator's role is to support day-to-day operations: administration, marketing, risk assessment and management, finance, community outreach.

### **SPECIFIC RESPONSIBILITIES:**

- **Administration:** database management, collection of statistics, reporting, vendor quotes and contract renewals, IT support, business licenses, permits, support thrift store admin needs, support First Stage residential program one day per week
- **Marketing:** develop newsletters, content for social media, pursue promotional opportunities
- **Risk Assessment and Management:** adherence to policies and procedures for Assisted Living, WorkSafe, insurance standards and Federal, Provincial and Municipal regulations liaise with landlords, City of Abbotsford and Province of BC on issues related to the stores (safety, encampments, dumping etc.)
- **Finance:** processing donations, event revenue, reporting for budget planning, receipting, bank deposits, A/R and A/P
- **Community outreach:** research and participate in fundraising, educational and outreach events

### **QUALIFICATIONS & EXPERIENCE:**

- Degree or Diploma in Business Administration
- Minimum of (2) years recent related experience or an equivalent combination of education, training, and experience
- Excellent oral, written and interpersonal communication skills
- Strong analytical skills and decision-making ability
- Demonstrated ability to deal with highly sensitive and confidential material and situations
- Experience with operations of a thrift store and/or retail sales and Volunteer Management
- Proficient with computer operating systems, software and web-based platforms: Word, Excel, PowerPoint, Outlook, Meta, Sage
- Experience with FYI, Keela, Canva would be an asset
- Current Class 5 Drivers License (minimum)
- Sobriety of at least THREE years - no abuse of alcohol or drugs, legal or illicit
- Knowledge of alcohol & drug and mental health disorders, registered charities and non-profits, thrift store and retail operations would be an asset
- Employees of LIFE agree with the Code of Ethics, Community Standards Policy, Mission, Statement of Faith, Vision, and Core Values (available to candidates on request)

**PO Box 2652, Abbotsford, BC V2T 6R4 | 604.855.4440 | [www.liferecovery.ca](http://www.liferecovery.ca)**