



Office Manager (PERMANENT, FULL-TIME)

Location: SWAN Vancouver's office (#325-1101 Seymour St, Vancouver)

Schedule: 32-40 hours per week, flexible

Compensation: \$24 per hour

ABOUT US:

[SWAN Vancouver](#) is a non-profit organization with offices located on the stolen ancestral lands of the Musqueam, Squamish & Tsleil-Waututh Nations; our work takes us to and through the unceded territories of many other Nations. We promote the rights, health, and safety of im/migrant women engaged in indoor sex work through front-line service and systemic advocacy. Centering safety, rights, self-determination, equity, and integrity, SWAN is an anti-racist, intersectional feminist organization that prioritizes the voices, lived realities, and needs of the im/migrant women we serve. All of the women accessing SWAN's services are racialized, and our service and work are strongly influenced by multiple and varied intersections that im/migrant women experience in their lives, including race, class, age, socioeconomic and immigration status, language, ability, and occupation.

THE OPPORTUNITY:

SWAN is looking for an Office Manager who will support its staff with day-to-day operations of the office and other administrative tasks. The successful candidate is a strong team player who is comfortable in a diverse and flexible supporting role to the organization. You are a clear communicator and bring a commitment to intersectional feminism and anti-racism into every aspect of your work. SWAN seeks a team member with the ability to work effectively with people from various abilities, life situations, and cultural backgrounds.

SWAN recognizes that people from communities who experience marginalization (e.g., on the basis of gender, ethnicity, citizenship/immigration status, sexual orientation, socioeconomic status, involvement in sex work) may be less likely to apply. We strongly encourage you to apply if you have a passion for SWAN's work and meet the required qualifications and competencies. Applicants with lived experience in sex work, immigration and/or the migrant work sector will be given preference.

POSITION REQUIREMENTS:

- Coordinate and oversee the day-to-day management of supplies, equipment, and facilities for the organization (attending tenants' meetings, ordering office equipment)

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and supplies, etc.)

- Assist with financial processes (petty cash, bills/invoices, etc.)
- Obtain quotes and manage relationships with external contractors and vendors
- Receive and respond to verbal and written inquiries and requests for information
- Responsible for light office maintenance (office and kitchen cleanliness, tidying, storage organization, etc.)
- Provide support with coordinating small-scale events and meetings (e.g. AGM)
- Provide support with donor management
- Provide other administrative support to staff as needed

QUALIFICATIONS:

- Alignment with SWAN's values and position statements
- Past experience with office administration or management
- Experience and ability to work in a team and independently
- Ability to manage competing priorities
- Understanding of people with different identities and life experiences
- Commitment to a harm reduction approach
- Adherence to confidentiality, ethical service delivery, and professional boundaries

COMPENSATION:

- **Salary & Benefits:** \$24 per hour
- **Paid time off:** 6% accrued vacation, plus 5% accrued paid leave

APPLICATION PROCESS:

Applications will be reviewed starting **April 11th** on a rolling basis. The posting will remain **open until filled**, and will close without notice. Interested individuals are encouraged to submit a cover letter and resume to jobs@swanvancouver.ca. Please send PDFs with your last name and first name first in the file name, e.g., WaiChenResume, HsuAmandaCoverLetter.

The hiring team may adapt the selection process as needed in order to understand candidates' potential to succeed in this role. Currently, we anticipate that this process will include:

- Shortlisting via a 10-minute telephone screening call
- An in-person interview
- Reference checks

Only shortlisted applications will be contacted. We ask that candidates do not call the office. We thank all candidates for their interest and time in applying to the position. We hope that the successful candidate will be available to start as soon as possible.



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