

Job Opportunity: Administrator

Organization: BC Muslim Association

Location: BCMA Head Office, Richmond, British Columbia

Employment Status: Temporary Full-time for a 12-month term

Reports to: General Secretary

Application Closing Date: July 30th 2026

About the BC Muslim Association

The BC Muslim Association is the largest Sunni Muslim organization in British Columbia and a long-standing non-profit institution incorporated under the Societies Act in 1966. Through its head office in Richmond and its network of branches, chapters, Islamic centers, schools, and community programs, the BCMA serves the religious, educational, social, and charitable needs of Muslim communities across the province.

For nearly six decades, the BCMA has supported community life through masajid, Muslim schools, funeral and burial services, youth programs, new Muslim care, membership services, social services, interfaith engagement, halal certification, and other essential community supports.

As the Muslim community in British Columbia continues to grow, the BCMA is seeking temporary full-time position.

The Opportunity

The incumbent serves as the primary administrative resource for the BCMA Head Office, providing comprehensive administrative, operational, and coordination support to Head Office departments, centres, and external stakeholders, including government agencies and community partners.

Major Duties and Responsibilities

- Serve as the primary point of contact for the BCMA Head Office, managing correspondence, telephone calls, emails, and general inquiries, and directing matters to the appropriate departments.
- Greet and assist members, visitors, contractors, and external stakeholders in a professional, courteous, and welcoming manner.
- Receive, sort, distribute, and manage incoming and outgoing mail, courier deliveries, and organizational correspondence.
- Draft, prepare, and maintain correspondence, reports, contracts, policies, meeting agendas, minutes, presentations, forms, and other organizational documents.
- Maintain accurate physical and electronic filing systems, records, and documentation in accordance with BCMA policies and records management requirements.
- Coordinate general office operations, including office supplies, equipment, service providers, and administrative support functions.
- Support the General Secretary with human resources administration, including recruitment support, onboarding, employment documentation, personnel records management, and staff communications.
- Coordinate and administer BCMA's Sponsorship Agreement Holder (SAH) Refugee Sponsorship Program, including sponsorship documentation, case administration,

communication with Immigration, Refugees and Citizenship Canada (IRCC), co-sponsors, and sponsored refugees, while ensuring compliance with program requirements and reporting obligations.

- Manage insurance administration for BCMA vehicles, including fleet insurance documentation, policy renewals, and coordination of general and commercial liability insurance renewals.
- Coordinate property administration activities, including property tax exemption applications, utility accounts, leases, permits, and correspondence with municipalities and government agencies.
- Monitor organizational deadlines, regulatory filings, insurance renewals, corporate records, and compliance requirements to ensure timely and accurate completion.
- Handle confidential personnel, financial, legal, and organizational information with a high degree of discretion, professionalism, and confidentiality.
- Provide administrative and project support to the General Secretary and General Treasurer as assigned.
- Perform other related duties and responsibilities as required.

Required Knowledge, Skills, and Abilities

- Strong knowledge of non-profit organization operations, governance principles, and administrative practices.
- Demonstrated experience in human resources administration, including recruitment, onboarding, records management, and employee relations.
- Knowledge of office management systems, records retention practices, and document control procedures.
- Strong analytical, critical thinking, and problem-solving skills, with the ability to assess complex issues and provide practical recommendations.
- Excellent verbal and written communication skills, including report writing, document preparation, and presentation development.
- Ability to communicate effectively with diverse stakeholders and present complex information clearly and professionally.
- Strong organizational and time-management skills, with the ability to manage multiple priorities and meet deadlines.
- Ability to work independently, exercise sound judgment, and maintain a high level of accuracy and attention to detail.
- Proficiency in Microsoft Office applications, including Word, Excel, PowerPoint, Outlook, and Teams.

Required Education and Experience

- Bachelor's degree in Business Administration, Public Administration, or a related field.
- Minimum five (5) years of progressive experience in administration, office management, project coordination, or a related field, preferably within the non-profit, public, or community services sector; or an equivalent combination of education, training, and experience.
- Valid BC Class 5 Driver's License.

Working Conditions

- Full-time for a fixed term of 12 months, in-office position based at the BCMA Head Office.
- Occasional travel and attendance at meetings or events may be required.
- Salary band: \$45,000 to \$65,000

The B.C. Muslim Association
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www.thebcma.com

Equity and Inclusion

The BCMA welcomes applications from all qualified candidates who meet the requirements of the role and who are committed to serving the Association's mission with integrity, respect, and professionalism.

How to Apply

Interested candidates are invited to submit a current resume and cover letter addressed to General Secretary, BCMA at secretary@thebcma.com