

## Job Posting

### Operations Coordinator (Young Canada Works at Building Careers in Heritage)

#### Nikkei National Museum & Cultural Centre

6688 Southoaks Crescent, Burnaby BC V5E4M7

604.777.7000

Start of employment: April 2025 (1 year term)

Hours: 9:30 am – 5pm Monday to Friday (with occasional adjustments to accommodate special events).

Salary: \$18.90 per hour

#### Who we are:

The Nikkei National Museum & Cultural Centre (NNMCC) is located on the traditional, ancestral, and unceded territories of the Coast Salish Peoples; and in particular, the xʷməθkʷəy̍əm Musqueam, Sḵwx̱wú7mesh Úxwumixw Squamish, sə̌lilwətaʔ Tseil-Waututh, and kwikwə̌łəm Kwikwetlem First Nations territories. The NNMCC's mission is to honour, preserve and share the history and heritage of Japanese Canadians and Japanese culture in Canada. We fulfill our mission through exhibits, cultural and educational programs, special events, archival preservation and research, and community partnerships.

#### Job Description:

The Operations Coordinator assists with the overall logistics and administration of all aspects of NNMCC operations including (but not limited to) rentals & events, maintenance & safety, administration & HR, and general business activities.

#### What you'll do (duties):

##### OPERATIONS

- Management and tracking of building access implements (keys, fobs, alarm codes, etc).
- Management and tracking of facility IT gear (desktops, laptops, phones, printers, etc)
- Assist with the coordination of IT services
- Assist with the scheduling of Facilities Staff and volunteers
- Assists with training and supervision of Facility Staff members
- Assist with the operational side of onboarding of new staff (computer assignments, account setups, access codes, etc)
- Assist with basic internal IT tasks & trouble shooting (computer setups, email account creations, user groups, etc)
- Assist with the implementation and upkeep of workplace safety systems and training
- Open and/or close the facility outside normal operating hours as operational needs dictate



#### RENTALS & EVENTS

- Assist Rentals Coordinator with sales (client walkthroughs, answering inquiries, preparing quotes. etc).
- Assist Rentals Coordinator with setup back end (Event Pro booking, rooms layouts. event specs & requirements, catering & vendor coordination, client follow ups, rental agreements, etc)
- Coordinate the setup of rooms as per rental, event, or program customer description and reset room after room use is complete.
- Coordinates the distribution of rentals & event documents (room layouts, check in/check out sheets, event schedules, etc).

#### ADMINISTRATIVE

- Monitors labour hours reporting for accuracy & completeness, and ensuring timesheets are submitted to accounting in a timely manner
- Assist with covering receptionist duties, inclusive of answering and screening calls, greeting visitors, gift shop sales, receiving deliveries, program and event payments, etc as needed
- Coordinates the submission of purchase requests, expense reports, and mileage reports from Operations staff
- Assist with the preparation and submission of grant applications and reporting.

#### MAINTENANCE

- Assist with the coordination of maintenance & upkeep services (gardeners, cleaners, HVAC, elevator, etc).
- Assist with covering receptionist duties, inclusive of answering and screening calls, greeting visitors, gift shop sales, receiving deliveries, program and event payments, etc as needed.
- Assist with the contacting and scheduling of repair persons for facility repairs and maintenance.
- Manages and maintains annual facility maintenance schedule and tracking.
- Assists with the scheduling of OHS meetings, and the preparation of agendas and minutes
- Assists with light cleaning and minor repairs as needed
- Other duties as required

#### Who you are (qualifications):

Candidates will be chosen based on their skill level and ability; therefore, we welcome all applicants regardless of race, gender, or disability. We invite individuals who reflect the diversity of our visitors to apply. In accordance with the British Columbia Accessibility Act, a request for accommodation will be considered throughout the hiring process.



- Must be a Canadian citizen, permanent resident, or hold refugee status in Canada and be between the ages of 16 and 30
- Are legally entitled to work in Canada.
- Previous experience in operations or facility coordination, either through internships, volunteer work or prior employment, would be an asset.
- Good level of computer literacy, including spreadsheets, communication tools, and email.
- A collaborative team player, able to work independently and as a team.
- Organized and detail-oriented, flexible, and able to multi-task.
- A creative mindset to contribute innovative ideas and solutions, enhancing the overall quality of events, programs and other projects.
- Knowledge of or interest in Canadian History/Japanese Canadian History/Japanese Culture.
- Japanese language ability is an asset.

Note: this position depends on grant funding through Young Canada Works at Building Careers in Heritage.

### How to apply:

Please forward resume and cover letter by email to:  
Mike Ogawa, Operations Manager at - [hr@nikkeiplace.org](mailto:hr@nikkeiplace.org) with subject "Operations Coordinator". Applications will be accepted until the position is filled.

We appreciate all applicants for their interest. However, only those selected for an interview will be contacted. Thank you for considering a role with us.

### Location:

The Nikkei National Museum & Cultural Centre is located in the heart of Metro Vancouver, a 10 minute walk from the Edmonds Skytrain station, with easy access by public transit and car. There is free parking underground. Nearby attractions include the Shadbolt Centre for the Arts, the Burnaby Village Museum, the Burnaby Art Gallery, and the Edmonds Community Centre. Metrotown Mall is 3km away and downtown Vancouver is 20km away.

