



Office Manager | Job Description

Job Title: Office Manager

Employment Type: Part-time Contract with the ability to scale hours

Location: Vancouver, BC

Application Deadline: September 19, 2025

About Ally Global Foundation

At Ally, we protect childhood.

Every day, in every country, sex traffickers find new ways to exploit people, on screens and in person.

One in three victims is a child.

When sex trafficking and exploitation try to take childhood away, we rally everyone, and everything needed to protect it.

Whether it's research, prevention, aftercare or education—around the world or around the corner—we do whatever it takes, for as long as it takes.

Because every child deserves a childhood.

And every childhood deserves an ally.

Learn more: ally.org

What We Value

- Proximity: Step into hard places: understanding grows when we choose to be present.
- Resolve: Push forward with purpose: opposition is expected, but so is progress.
- Optimism: Turn hope into action: it lifts even the heaviest moments.
- Teamwork: Take responsibility, trust the team: because we make more possible together.
- Excellence: Bring your best: it's how you show respect and care for others.
- Creativity: See possibilities where others see limits: imagination sparks change.
- Thankfulness: Lead with gratitude: it fuels generosity and thoughtful action.





Job Summary

As the Office Manager, you will play a key role in helping protect childhood by keeping our Vancouver office and internal operations running smoothly.

You'll handle the day-to-day logistics that keep everything moving including coordinating expenses, managing office needs, and supporting team events. You'll also contribute to donor care and key events by supporting coordination of our major fundraisers throughout the year, making sure nothing falls through the cracks.

This is a hands-on, part-time position based in our Kitsilano office. It's ideal for someone who enjoys creating clean, efficient systems and finds satisfaction in helping others do their best work.

You'll thrive in this role if you're detail-oriented, warm, and proactive. You're equally comfortable handling backend admin like data entry or package prep as you are managing interns or planning small office events.

Most of all, you care about doing meaningful work and doing it well.

Responsibilities & Duties

What You'll Do

Office Operations

- Support the ongoing operations of the office (bookings, supplies, mail coordination, etc)
- Oversee storage and merchandise organization and shipping
- Act as point of contact for office maintenance for operational issues as they arise
- Liaise with rental clients and ensure they are well taken care of
- Oversee internal package preparation and delivery coordination

Administrative Support

- Finance administrative support
- Supporting the team on CRM and back-end records

Event Support

- Source and coordinate auction items for fundraising events
- Prepare donor mailouts to ensure our community members are stewarded well



- Assist with merchandise and swag coordination for events and campaigns
- Support internal and external event logistics, sourcing, and delivery prep

Cross-Functional Coordination

- Support peer to peer fundraising efforts and appreciation
 - Attend planning meetings for events or special projects as needed
 - Assist with sourcing and scheduling for internal events
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Qualifications & Skills

What We're Looking For

- 5+ years' experience in an administrative support role.
- Exceptional organizational skills with the ability to manage multiple priorities and tight deadlines.
- Strong written and verbal communication skills, with attention to detail.
- Proficient in Google Suite (Docs, Sheets, Drive, etc.).
- Occasional travel within Canada may be required.
- Excellent interpersonal, negotiation, and relationship-building skills.
- Interest in supporting all aspects of the organization while working behind the scenes.

Assets

- Experience with Salesforce
 - Event planning or coordination
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Salary & Benefits

What You'll Get

- Flexible Hours
- National travel opportunities
- Salary: \$25/hour, 25 hours a week with opportunity to increase hours

Ready to apply?

Email your cover letter and resume to nikki@ally.org with a subject line: Office Manager Application.

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