



Job Description

Administration Manager

DATE POSTED: 12 November 2024

EMPLOYMENT: Permanent, Full-time with 6-month probationary period

SALARY RANGE: \$60,000 - \$65,000 per year (based on 1.0 FTE)

BENEFITS: Remote Work Stipend, Health Benefits, Generous Vacation, Paid Office Closure, 4-Day Work Week Pilot.

LOCATION: Remote, anywhere in Canada. Must be able to work within GCC's core working hours of 11am-3pm EST

APPLICATION DEADLINE: 26 November 2024, 11:59 pm ET

START DATE: 6 January 2025 (negotiable)

Organizational Background:

Sustainable and climate-ready communities are urgently needed. Green Communities Canada (GCC) has been leading a community-based climate action movement for more than 25 years, working together with our members from across the country to advance transformative, equitable, and lasting change. As a membership-based organization, our mission is to connect community-based climate action groups through a national network to share resources, co-design innovative programming, and elevate the collective impact of GCC members. GCC's current program areas of focus are sustainable mobility, home energy efficiency, green infrastructure, and equity, diversity, and inclusion.

PURPOSE & OBJECTIVES:

The Administration Manager will report directly to the Executive Director, Brianna Salmon.

The objectives for the Administration Manager position are:

1. Provide administrative support to the GCC Board, and to staff
2. Assist with bookkeeping tasks alongside the Director of Finance
3. Provide program support
4. Act as GCC's Health and Safety Representative

THE ROLE & RESPONSIBILITIES:

The key tasks and responsibilities for each of the above objectives are:

1) Administrative support (50%)

- Schedule GCC Board and Committee meetings; staff, senior managers, and program development meetings; and member meetings
- Prepare and distribute meeting materials
- Record and draft meeting minutes/notes; ensure minutes are signed and records maintained as required
- Respond to, or redirect general inquiries
- Assist with equipment and supplies procurement as requested
- Assist with onboarding new staff: set up email addresses, telephone extensions as requested, update website and org chart
- Maintain and update lists: passwords, distribution lists, Board contact information, staff emergency contact information
- Track GCC credit card purchases, reconcile to statement, and submit monthly reports
- Manage website domain renewals
- Support hiring processes: post positions; review and score applications; arrange interviews
- Support member coordination including scheduling meetings, recording notes and timely follow-ups
- Work with Executive Director to develop and maintain our policy framework and review schedule
- Support review of internal and external materials
- Logistics for staff (annual) and Board (every other year) retreats

2) Bookkeeping (30%)

- Support Accounts Payable and Accounts Receivable accrual and payment using Plotoo online and QuickBooks Online
- Monitor and create journal entries in QuickBooks Online
- Work with Director of Finance to track, enter and monitor all payroll entries and payments
- Periodically visit bank branch for any in person banking as required

3) Program support (15%)

- Provide administrative support to the Sustainable Mobility program as requested
- Provide administrative support to the Energy program as requested, including energy audit referrals, and responding to email and telephone inquiries
- Provide administrative support to the Green Infrastructure program, including mailing information packages, and depave materials

4) Health and Safety Representative (5%)

- Identify actual and potential workplace hazards
- Inspect the workplace regularly
- Make recommendations to the employer about health and safety in the workplace
- Administer the Remote Work Checklist semi-annually, and ensure all health and safety issues noted are addressed
- Participate in investigation of work refusal
- Inspect the site of a critical injury or fatality at a workplace
- Obtain health and safety related information from the employer

SKILLS AND QUALIFICATIONS

- Minimum 3 years of related work experience in an administrative support position
- Post-secondary degree or diploma in business, non-profit administration, accounting or a related field, or equivalent work experience
- Experience working with Boards of Directors, preferably in the nonprofit and/or charity sector
- Experience with QuickBooks Online
- Demonstrated ability to use virtual meeting platforms, including Microsoft Teams and Zoom.
- Experience using MS Office, comfortable in a digital environment, and adaptable to learning new applications and systems
- Ability to work independently and handle multiple priorities
- Ability to maintain strict confidentiality and handle sensitive information with professionalism and discretion
- Strong attention to detail
- Strong organizational skills, including task management and note-taking
- Strong problem-solving skills
- Strong verbal and written communication skills.
- Experience with hiring processes, and equipment requisitions

Other Desirable Qualifications/ Skills/ Experience:

- Experience working in the not-for-profit, charitable, or environmental sector.
- Experience with accounting or financial management.
- Proficiency in French and/or additional languages

How to Apply:

Qualified candidates are invited to submit the following materials in a single PDF file to info@greencommunitiescanada.org with the subject line "Administration Manager", by 26 November, 11:59 pm ET:

- Cover letter (1 page maximum)
- CV (2 pages maximum)

We sincerely thank all applicants; however, we will only be able to personally contact those selected for an interview.

Green Communities Canada invites applications from all qualified individuals. We know that there are systemic barriers to employment, and that this limits real and perceived experience for many groups. If you possess approximately 80 percent of the essential experience/qualifications, we encourage you to apply. GCC is committed to employment equity and diversity in the workplace. As part of our commitment to racial justice and reconciliation, GCC is actively encouraging Black, Indigenous, and People of Colour

candidates to apply for this position. We welcome and encourage applications from people with disabilities and people of any sexual orientation or gender identity. We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applicants to self-identify if they wish to do so.

Green Communities Canada acknowledges the many treaty and traditional territories of Indigenous Nations throughout Canada. We are grateful for the continued work of many First Nations, Métis, and Inuit peoples who are the original caretakers of the Land and Waters. In our work as environmental leaders, we have a responsibility to respect Indigenous perspectives and elevate Indigenous voices.