ECOLOGY NORTH

Job Description

Ecology North – Administrative Coordinator
Maternity Leave Replacement

Term of Employment: Part-time (20 hours per week) starting mid-March 2017. This is a one-year maternity replacement position.

Ecology North is a local grassroots environmental non-profit organization. We have ten staff and a busy office in downtown Yellowknife. We pride ourselves in having a rewarding and interesting workplace, and a positive team environment.

Ecology North is looking for a dynamic, energetic, independent person to work as the administrative coordinator. The successful candidate will work on a variety of tasks in a fun but busy, fast-paced office environment. The Coordinator will be responsible for making sure the office runs smoothly, and will contribute to diverse environmental initiatives in the realms of: environmental education, water stewardship, climate solutions, local food production, and waste reduction.

The successful candidate will be an experienced administrator, with a keen interest in the environment. They will have good multi-tasking skills, have good public communication skills and be proficient with computer and general office equipment. Comfort in handling money, using spreadsheets, and supporting the bookkeeper is a requirement for this position.

The Administrative Coordinator's tasks will include:

Office Administration:

- Answering phones
- Maintaining stationary and other supplies
- Coordinating EN services such as: plate rental and vermicomposting
- Contributing to general Ecology North public education and outreach events
- Supporting staff when required
- Taking minutes at staff meetings
- Facilitating communications and volunteer duties with the EN board
- Maintaining up to date membership, volunteer, and EN News distribution lists
- Facilitating and encouraging staff to maintain a clean and organized office environment
- Updating website and social media on a regular basis
- General filing duties
- Other general administrative duties

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Bookkeeping:

Supporting the Bookkeeper by:

- Collecting and preparing money for deposit
- Tracking petty cash and ensuring proper documentation
- Collecting invoices and receipts and compiling them for bookkeeper
- Ensuring staff timesheets are submitted on time
- Working with budgets and project accounting
- Tracking donations and memberships
- Ensuring cheques are signed and bills paid within deadlines

Skills Required:

- Excellent oral and written communication skills
- Excellent planning and project management skills
- Excellent computer literacy skills, including word processing, and spreadsheets
- Ability to multi-task and prioritize work in a fast-paced environment
- Experience with website maintenance and social media
- A successful track record of planning, organizing, carrying out and evaluating public workshops and events (i.e. coordinating the Annual General Meeting)
- Ability to work effectively in teams as well as independently with minimal supervision

Aptitudes:

- Enjoy working with a wide variety of people, including adults and children
- Be able to work occasional evening and weekend hours with notice
- Be self-directed and independent,
- Be a cheerful voice and face of Ecology North
- Have a keen interest in the environment
- Have an attention to detail

Educational Background and Experience:

A university or college degree with courses in administration, finance/bookkeeping, or communication would be beneficial. At least two years of work experience and/or a combination of education and experience.

Term of Employment:

This position will be a part-time one year contract. Salary will be $28/hour. This position will be a job share and required worktimes will be Wednesday afternoon, full-day Thursday and full-day Friday.

Anticipated Start Date:

March 20th, 2017, or as soon thereafter as possible.

The position is based in Yellowknife, Northwest Territories.

At the final stage of screening, after interviews but prior to signing a contract, all potential candidate(s) will be required to produce a criminal record check to ensure that no prior conviction may present an impediment to working with vulnerable people.

Deadline:

To apply, please submit your resume and letter of introduction **by Friday March 3rd, 2017** to:

Ecology North
Attention: Craig Scott
5013 51st Street
Yellowknife, NT X1A 1S5
(867) 873-6019 | admin@ecologynorth.ca

To learn more about Ecology North, please visit **www.ecologynorth.ca**