

Administrative Coordinator, Sierra Club of Canada Foundation

SCCF is hiring a new Administrative Coordinator (AC)

The AC is integral in the day to day functioning of the Foundation. His/her mission is to facilitate communication, financial procedures and to maintain accurate data records. The AC is also a core member of the national team in the management and smooth functioning of the SCCF administration.

Interested applicants should submit their application (cover letter & resume in one document) by May 12, 2017 by email only to <HR@sierraclub.ca>. Include “Administrative Coordinator” in the subject line. SCCF encourages diverse applicants. The environment comprises and affects all peoples, persons, cultures and ways of life. SCCF is committed to reflecting the diversity of Canadian society both in our workplace and in our programs.

Sierra Club of Canada Foundation and its Mission

Sierra Club Canada Foundation is a Canada Revenue Agency registered charity whose mission is to advance the preservation and protection of the natural environment in Canada and across the globe. Since 1972, the Sierra Club Canada Foundation has funded tens of millions of dollars’ worth of important work, from small local projects, to large, multi-year campaigns with tens of volunteers, organizers, and scientists.

We are funded by individual donors, local grassroots organizers, foundations and others who recognize that we all have a right to a safe and healthy environment: clean air, clean water, open space, wild lands and a healthy and diverse ecosystem. We are unique in the environmental movement because we enable average citizens to organize activities that improve our local, national, and global environments.

Key Responsibilities and Accountabilities

- 1) Donor Data Base: The AC will maintain data on all donors and issue charitable receipts. The AC will work with the Bookkeeper to reconcile the database with deposit records at the beginning of each month for the previous month. S/he will also manage database users and permissions.
- 2) Membership Support: S/he will maintain and update membership records, send notices of members and annual general meetings. As required, he/she will respond to queries from our membership and / or re-direct them as needed.
- 3) Donor Development and Support: S/he will respond to requests for information from donors and potential donors. She will maintain records on donor questions and concerns and provide this information to the appropriate Committee Chairs. S/he will communicate our values and activities to our core constituents. S/he, with the help of the fundraising staff, will send donor correspondences, such as mailouts, thank you cards and in memory notifications, as necessary.
- 4) Financial Support: The AC will process invoices for the bookkeeper and prepare monthly

deposit records including all available deposit information (bank deposits, e-transfers, credit card donations, direct deposits etc.) for the bookkeeper. S/he will also process all credit card donations made offline and prepare bank deposits in addition to other related duties. S/he will also support staff, volunteers, and contractors, as necessary for payment processing.

5) Office Management: The AC will manage the national office of the Foundation in Ottawa including the ordering of supplies and managing office equipment and needs. With assistance from others in the Ottawa area, ensure mail is routinely picked-up, processed and distributed as appropriate.

6) Electronic and physical records filing. S/he will be responsible for filing all documents, correspondences, and financial records appropriately. S/he will also undertake an evaluation and reorganization of current filing systems.

7) Management and Supervision of Interns and Volunteers:

S/he will recruit, mentor, supervise and manage office volunteers and interns in the Ottawa office with the support of the appropriate staff or consultants. In collaboration with other staff and committees, as appropriate, s/he will create internship and volunteer opportunities and circulate them on social media, volunteer posting websites, and through all other appropriate networks. When approached by students completing program requirement, s/he will create a position tailored to both the academic requirements of the student and needs of the foundation. Under circumstances where reporting is required for wage subsidized interns, the AC will fulfill all reporting and paperwork requirements, with assistance from the bookkeeper when necessary.

8) Other Duties: The AC will provide additional support to Foundation Board, Executive, Committee Chairs, staff as needed. Based on these workload demands, the AC will make recommendations regarding needed staff/consultants/volunteer support. The AC will work cooperatively with the National Program Director, the National Operations Director and all staff and volunteers.

Reporting

The position reports to the National Operations Director and National Program Director.

Position, Salary, Location of work and Travel

This is a part-time, permanent position based out of our Ottawa office, estimated at 20 hours per week. The salary is equivalent to \$18/hr or \$18,700 per annum. Employee shall be entitled to paid vacation in addition to statutory holidays, in accordance with the personnel policy. Travel may be required on rare occasion to participate in meetings and workshops.

Experience

- Sound working knowledge of Civi data base system and willingness to take additional training;
- A track record of successful communications management;
- Proven experience in membership development and support;
- At least 3 years in a field related to non-profit and charity administration;

- Preferences given to candidates who have direct experience in the environmental issues
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Skills

- Superior analytical skills, including:
 - o Usage of Excel
 - o Financial concepts
- Proficient in CiviCRM data base management;
- Proficient in English and French; Bilingualism preferred
- Filing and electronic file management experience
- Excellent oral and written communications with strong listening skills
- Must have strong multi-tasking capabilities and be results driven
- Team and goal oriented
- Ability to connect with the Foundation's constituents (Volunteers, Donors), Stakeholders (Government Agencies, other Foundations), and Media (Online and Offline)