



OFFICE MANAGER – Team Success Facilitator

(Full Time/Contract)

SSEA Overview:

The Severn Sound Environmental Association (SSEA) is a community success story. At the SSEA, we are committed to ensuring exceptional environmental quality and exemplary stewardship of the Severn Sound area through sound science, collaboration and partnerships. The SSEA is a Joint Municipal Service Board under the Municipal Act that serves eight municipalities in the Severn Sound watershed area (www.severnsound.ca).

The SSEA is seeking an organized, motivated, dynamic individual to be part of this talented high energy team to enhance organizational efficiency and effectiveness as the Office Manager – Team Success Facilitator. This role is critical as a member of team SSEA, supporting team excellence and success working with highly skilled professional, science and technical experts providing the office administration, communications and fundraising support that is critical to the success of the SSEA becoming “**the most resilient and thriving Great Lakes watershed**”.

Position Overview:

SSEA is seeking applications for **one (1) Office Manager** to facilitate the success of Team SSEA. The Office Manager will support SSEA in the continued delivery of projects and initiatives as identified in the Joint Municipal Service Board agreement, and the 2018 to 2023 Strategic Plan. This position, based in Port McNicoll Ontario, offers a 35-hour work week, with some evenings and weekends required. **This position is being offered as a 2-year contract with the opportunity for full time permanent.**

Status: Full Time/Contract. 35-hours per week (Office hours are 8:30 to 4:30)

Wage: \$24.00 to \$30.00 per hour based on skills and experience

Location: This position will be based out of the SSEA office in Port McNicoll Ontario; however, the Office Manager may be required to work from a home office location dependent on Covid-19 pandemic, local and Provincial Health authority direction and restrictions.

Main Responsibilities:

Administration – Office, Board and HR

- Coordinate day-to-day operations, working with the Executive Director, helping to provide direction and supervision of SSEA staff, contractors and service providers ensuring the efficient running and organization of the office
- Welcome visitors to the building, ensure sign in protocols are adhered to and inform staff of visitors
- Facilitate the administration of contracts, agreements & MOUs. Includes tracking, filing, signing and records management procedures
- Work to AODA compliance - Format, edit, and convert documents, reports, presentations, and articles to ensure compliance with Accessibility for Ontarians with Disabilities Act regulations
- General correspondence which include; reports, agendas, minutes, letters and memos
- Provide support to the scheduling, planning and delivery of workshops, consultation sessions and other events

- Plan and coordinate internal and external meetings; develop agendas and produce concise meeting minutes when necessary. Provide event and meeting materials in a timely manner.
- Maintain filing systems (print and electronic) and archival references with SSEA staff
- Handle general inquiries as it relates to SSEA, direct to appropriate staff and follow up
- Send/receive deliveries, couriers, filing, copying, and ordering supplies
- Oversee organizations insurance policies
- Facilitate SSEA Board, executive and sub committee meetings including:
 - Scheduling and attending meetings, preparing agenda packages and minutes and booking onsite/online meeting
 - Use experience with Robert's Rules of Order to ensure Board Code of Conduct and Rules and Procedures are followed
- Support Source Water Protection Authority program administration including:
 - scheduling and attending meetings, preparing agenda packages and minutes and booking onsite/online meeting
- Support HR & Payroll Administration
 - Onboarding new staff
 - Ensure communications from the SSEA Treasurer (Township of Tay) and benefits provider(s) are distributed and posted for all staff
 - Facilitate SSEA Health and Safety policies and procedures
 - Track and process expenses
 - Track employee time for approval (vacation, sick, overtime, TOIL, etc.)
- Establish and maintain a records management system

Administration - Financial

- AP/AR - Manage and track invoices
- Maintain funding allocation tracking and distribution
- Compile accounting information in preparation for annual audits
- Support financial document management, including preparation of purchase orders, and quotation summary sheets, circulation of accounting items and circulate to the applicable departments
- Prepare grant applications and claims
- Liaise with SSEA Treasurer staff relating to finance matters as required including requesting and reviewing all financial reports in a timely manner
- Initiate and implement an E-Commerce solution

Administration - Fundraising

- Provide administrative support for SSEA Fundraising
 - Evaluate eligibility and track funding/grant opportunities
 - Coordinate and prepare supporting information for funding applications
 - Maintain appropriate fundraising records and databases
 - Coordinate and prepare information for reports to funders

Administration - Project Support

- Assist with the production of project proposals and funding proposals
- Coordinate the tracking of all aspects of projects being carried out (funding, time, etc.)
- Assist with report writing as it relates to various projects

Administration - Communications

- Contribute to the development and implementation of communications policy
- Support and Coordination for Communication activities including:
 - Social media strategy including creation and delivery of a social media communication schedule and monitoring and providing reports on website and social media performance
 - Ensuring SSEA's website and social media platforms are up to date
 - Support development of a branding strategy
 - Acting as online 'brand guardian' to monitor and advise on brand compliance
 - Development of Annual Report and Strategic Plan Progress Reporting content
- Support & innovate internal communications
- Coordinate and contribute to the development of marketing materials, guides, training materials and templates
- Implement and coordinate communications campaigns (Social Media Platforms and in person and/or remote events)

Perform other related duties as assigned that are in accordance with SSEA objectives.

Duties will be modified to comply with COVID-19 safety protocols as outlined by the Simcoe Muskoka District Health Unit and provincial restrictions. Staff may be required to work remotely when possible and/or necessary.

Qualifications and Key Skills:

Qualifications

- Post Secondary School Diploma in Office or Business Administration or Equivalent required.
- Minimum Five (5) years administrative support experience required
- Experience and demonstrated expertise administering Board meetings (including scheduling, accurate minute taking and resolution tracking)
- Experience working in a municipal Government and/or elected official environment and/or municipal administration experience considered an strong asset
- Experience in fundraising & grant applications
- Advanced knowledge and proficiency with MS Office (Word, Excel, Power Point, Outlook, Publisher), Zoom and Adobe
- Working knowledge of AODA regulations - ability to edit, format and convert documents to comply
- Experience in Financial Management, Finance and/or bookkeeping with knowledge municipal financials as well as compliance implications of non-profit status
- E-Commerce experience is considered an asset
- Working knowledge of Robert's Rules of Order
- Working knowledge of records management and associated systems
- Remain updated on technical and professional knowledge
- Valid Ontario Driver's License (Class G)
- Valid First Aid and CPR certification is an asset

Skills

- Excellent organizational and work prioritization skills.
- Excellent interpersonal and communications skills (verbal and written).
- Excellent judgement and decision-making skills.

- Ability to demonstrate discretion when working with confidential information.
 - Strong attention to detail and professional communication skills (oral, written and listening)
 - The ability to think strategically and foster a positive, productive and healthy work environment that is committed to service excellence
 - Strong customer service values and demonstrated initiative
 - Ability to work effectively in a virtual environment
 - Reliable and willing to work a flexible schedule (overtime, evenings, weekends)
 - Self-motivation and ability to work independently and to take initiative on projects
 - Willingness to learn and grow with the needs of the organization
- *SSEA offers comprehensive health and safety training.*
 - *Use of a vehicle or access to transportation is required - Valid Ontario Drivers License.*
 - *Criminal Record Check will be required (may be working with youth under 18).*

Submission Information:

Qualified candidates are invited to submit a resume and cover letter demonstrating how you meet the position requirements. **Resumes and cover letters submitted via email must be in word or PDF format** and include “**OFFICE MANAGER – Team Success Facilitator**)” in the subject line.

Resumes and cover letters should be submitted, preferably electronically, by **Midnight November 30th 2021** and be clearly marked to:

Human Resources
 Severn Sound Environmental Association
 489 Finlayson St
 PO Box 460
 Port McNicoll ON L0K 1R0
 Email: sseainfo@severnsound.ca

We thank all applicants for your interest in the Severn Sound Environmental Association. **Only those candidates selected for an interview will be contacted.**

The Severn Sound Environmental Association is committed to a barrier-free recruitment and selection process. Please inform us should an accommodation be required at any point in the recruitment process. Information received relating to accommodation needs of applicants will be addressed confidentially. Personal information collected will only be used for candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act R.S.O., 1990, c.M.56.