

## **THE ROLE**

People for Education is looking for an experienced Office Manager to join our collaborative team.

The ideal candidate is engaged, enthusiastic, and ready to hit the ground running. They will have excellent organizational skills, financial experience, respect for confidentiality and accuracy, and the capacity to thrive in a fast-paced, open environment. They are a skilled multi-tasker, reliable and committed to consistently meeting deadlines.

The Office Manager will work under the direction of the Executive Director, and with the Development Manager to:

- maintain the organizational and financial systems that support the operations of the organization
- facilitate Board activities and connect with all board directors
- provide coordination support for People for Education's fundraising and events

## **PRINCIPAL RESPONSIBILITIES**

### **Financial administration**

- work with the Executive Director to prepare the annual budget, allocating revenue and expenses across multiple funding streams
- prepare financial reports to board, management, funders, government and regulatory bodies
- work with the Executive Director, Treasurer and Finance Committee to maintain internal controls and financial policies and procedures
- perform core bookkeeping functions (working knowledge of accounting software packages is important)
- administer payroll, benefits, pension and insurance
- maintain complete financial and employment records

### **Operations**

- manage and maintain all contracts, including lease agreements
- manage and maintain information technology and facilities
- manage and maintain physical and data storage systems and procedures
- draft and coordinate updates to policy and procedure
- coordinate and arrange speaker opportunities for PFE staff, including booking, billing and arranging travel
- provide administrative support throughout the organization

### **Fundraising and event support**

- support the synchronization of all donor data and financial data, and process transactions
- support the development of segmentation of donor lists, targeted appeals and letters
- issue thank you notes to donors, and charitable receipts, and prepare donation statements
- provide registrar/front desk/administrative support at PFE events

### **Board of Directors**

- assist with planning and organizing Board meetings, including contacting board members, taking and distributing minutes, attending evening board meetings, and providing support to the board as requested
- ensure integrity of all confidential board correspondence and discussion

### **REQUIRED SKILLS AND EXPERIENCE**

- at least three years of experience working in a fast-paced office
- knowledge and experience in bookkeeping
- working knowledge of , in particular QuickBooks, Microsoft Office, and database management
- solid organizational and skills and an understanding of process and procedure
- strong interpersonal and communication skills
- attention to detail, excellent problem solving skills, and resourcefulness
- demonstrated ability to multi-task
- knowledge of French is an asset

### **HOW TO APPLY**

Applications will be accepted by email only. In the subject line of your email application, please reference “Office Manager” and your name.

Please submit the following as a single attachment: your cover letter, your curriculum vitae and a list of three employment references (contact name, phone number and email address) to [team@peopleforeducation.ca](mailto:team@peopleforeducation.ca)

Applications should be submitted in a PDF format. Please do not submit multiple applications or send additional documents.

Applications for this position will be accepted until January 21<sup>st</sup>, 2018. We thank all applicants for their interest.

Only candidates selected for an interview will be contacted.