

The Sunshine Coast Conservation Association is seeking a part-time ADMINISTRATIVE ASSISTANT



The Administrative Assistant supports the Program Manager, Conservation Director, and SCCA Board of Directors. They are supervised by the Program Manager, and are responsible to the Board of Directors through the Executive Committee.

Responsibilities include:

Financial Administration:

- i) Process invoices, prepare cheques, receive and track income including donations, make bank deposits
- ii) Prepare bi-weekly payroll and tax forms for summer staff (May – August)
- iii) Manage paypal account transactions
- iv) Ensure all financial material is delivered on a monthly basis to the SCCA bookkeeper for preparation of financial statements
- v) Prepare monthly financial summary for Board meetings
- vi) Assist Program Manager with Annual Charitable Return, and prepare tax receipts
- vii) Liaise with membership coordinator for tracking of membership fees and information
- viii) Liaise with Program Manager and Board to ensure timely acknowledgement of donations
- ix) Assist the Program Manager with grant applications and reports (budget)
- x) Work with the Program Manager to prepare an annual budget for the Association
- xi) Other financial administration including ensuring we're in compliance with CRA standards, WCB and insurance, etc.

General Administration:

- i) Take minutes at monthly Board meetings, and assist Society Chair and Secretary with preparing and archiving Board meeting materials. Maintain index of Board motions.
- ii) Track volunteer hours by putting out weekly reminder and managing volunteer spreadsheet data.
- iii) Assist on occasion with committee meetings (record and archive minutes)
- iv) Assist as needed with general administration including: filing correspondence, maintaining and updating Board and Committee materials, etc.

Compensation & Term:

This is a part-time contract position of 20 hours per month (approximately 5 hours per week) at the rate of \$20.00 per hour. Applicants must be flexible to increase hours slightly as needed, and reduce when the work load is less.

Qualifications:

- Have experience working or volunteering in the non-profit sector

- Demonstrated time management and organization skills, and proven ability to prioritize tasks, and to work independently as well as with a team.
- Access to a computer, internet, telephone, and able to respond to communications in a timely manner. Skilled with MS Office suite, Excel and Word in particular.
- Able to attend meetings on evenings and weekends. Able to be flexible with work schedule (able to adjust work hours up or down on a weekly basis as needed).
- Knowledge of local biodiversity, conservation and environmental issues is an asset.

About us:

The Sunshine Coast Conservation Association is a volunteer association representing over thirty local conservation and community groups, plus individual members dedicated to protecting the natural biodiversity of the Sunshine Coast region for the present and future benefit of humanity and all life.

Specifically, the SCCA carries out the following activities:

1. Conducts research to inventory and describe our remaining natural areas with the goal of identifying land and waters important for the preservation of biodiversity.
2. Works to retain such lands and waters in a natural state and make them available for public enjoyment where possible.
3. Raises public environmental and conservation awareness by sponsoring educational programs and workshops and by supporting low impact recreation.

We publish a bi-annual newsletter and various environmental research & information publications, host regular fundraising and celebration events, and present speaker and workshop series on issues of relevance to Sunshine Coast residents.

For more information, visit our website: www.thescca.ca.

How to Apply:

The application deadline is Saturday, April 30th, 2016. Please send a cover letter and resume, including names, email addresses and phone numbers of 3 references by email to: **office@thescca.ca**

We thank all applicants for their interest. Only those selected for an interview will be contacted.