



Ecotrust Canada Job Posting

September 1, 2010

Position: Operations Administrator
Type: Part-time, 1 year contract (maternity leave)
Hours: 15 hours per week
Location: Vancouver, British Columbia
Years Experience: 3
Compensation: \$20 per hour
Application Deadline: September 24, 2010
Start Date: October 18, 2010

Ecotrust Canada is a registered charitable organization whose purpose is to build the conservation economy along BC's coastal temperate rainforests. Ecotrust Canada works to promote reliable prosperity, which demands a new approach to the economy. By placing equal emphasis on environmental stewardship, social equity and financial returns we will build a more resilient system that pays dividends far into the future. Reliable Prosperity provides meaningful work and good livelihoods, supports vibrant communities and the recognition of Aboriginal rights and title.

Based in Vancouver, the Operations Administrator reports to the Operations Manager and is a member of the Operations team. In collaboration with the team, this position's primary responsibility is to provide efficient administration of our development portfolio. The operations administrator will also provide reception services to the organization, administrative support to the Finance team, and administrative support to projects. This position requires effective interactions with a wide range of internal and external clients.

Responsibilities: You will be expected to hit the ground running in terms of collaborative problem solving, teamwork and enthusiasm.

Reception. Fulfill the role of ambassador to our staff, clients and funders, providing exceptional professional reception services.

- Represent the organization optimally to all visitors and answer main phone.
- Receive and send deliveries, couriers, mail, faxes and email.
- Maintain systems to track staff whereabouts and coordinate use of common office spaces and tools.
- Ensure that reception area is tidy and stocked with up-to-date promotional materials.
- Other duties as assigned

Development. Administer Ecotrust Canada's development and fee for service portfolio including.

- Liase with staff regularly to collect updates and movements in regards to fundraising or fee for service contracts
- Maintain information in Raisers Edge, in digital files and hard copy files
- Produce pipeline reports
- Administer acknowledgement letters and tax receipts.

Finance support. Provide support to the Chief Financial Officer and the Finance Administrator, performing the following monthly, weekly, and ongoing tasks.

- Process accounts payable and accounts receivable.
- Process employee expense claims and manage credit card reconciliations.
- Publish monthly financials.
- Manage book sales and process credit card sales.
- Maintain contact information in Raisers Edge for funders, clients and partners.

Qualifications:

- Post-secondary (college) education in business administration or similar field, or equivalent work experience and 3 years experience in administration.
- Bookkeeping experience or accounting training required.
- Non-profit fundraising experience preferred.
- Demonstrated problem solving and administrative skills.
- Ability to prioritize multiple tasks and work accurately under deadlines in a fast-paced office environment. Flexible approach.
- Excellent interpersonal, time management and negotiation skills. This is a position for someone who thrives in the chaotic centre of things.
- Diplomatic, motivated and energetic on tasks large and small.
- Proficiency in Microsoft Office required, familiarity with database applications preferred. Facility with learning new software required.
- Knowledge of environmental and social issues of BC's coast is an asset.

Closing Date: September 24th, 2010

To apply, please forward cover letter and CV to:

Ecotrust Canada

Attn: Abby Yellen, Operations Manager

260-425 Carrall Street

Vancouver BC, V6B 6E3

Fax: 604.682.1944

abby@ecotrust.ca (Subject line: "Operations Administrator")

Ecotrust Canada – www.ecotrust.ca

All qualified applicants are invited to apply for this position. We thank all applicants, however we will only contact those applicants selected for an interview.