



Contract Position: Administrative Coordinator

Organization description:

SHIFT Collaborative offers strategy, coaching, training and tools to support learning and leadership development, strategic impact and collaborative innovation for a healthier and more resilient world. For more information, please see our website: <https://shiftcollaborative.ca>

SHIFT is a registered workers' co-operative and distributed organization of five members, with the majority of the team based out of Victoria, BC. Our team meets in-person periodically throughout the year, but mainly communicate and coordinate work via videoconference, email and phone. Our work is mostly project-based consulting.

Job description:

This is a 16 hr/week contract, at \$25/hr, beginning with a limited six-month term, to help support the delivery of SHIFT's mission by developing and maintaining administrative systems for the organization and playing a supporting role to coordinate various aspects of the organization's functions. The successful candidate will be expected to provide their own workspace and equipment (incl. computer, phone, internet).

The successful applicant will be a highly organized individual with strong communication skills, capable of handling multiple parallel projects and dealing with a variety of different internal and external stakeholders. You are a self-starter with keen attention to detail, and thrive in a collaborative but self-directed environment. You are motivated to apply these skills to support our social- and environmental-purpose organization to function at its highest potential.

Qualifications:

- Bachelor's degree or diploma in a related degree (e.g. business, environmental studies, community development, political science, planning)
- 1-2 years of experience in a similar role
- Knowledge of some/all of: MS Office, Dropbox, Mailchimp, Slack, Survey Gizmo, Quickbooks, Receipt Bank
- Experience in virtual organization of files, communications, and other administrative functions
- A demonstrated interest in social and/or environmental purpose initiatives

Additional Assets:

SHIFT members manage various projects. If the successful candidate has experience and skills in any of the items below, there may be opportunities to get involved in additional project work, on an as-needed basis (beyond the base commitment of 16 hrs/wk of internal administration for the organization). Additional skills of value include:

- Financial management (data entry, tracking project budgets, etc)
- Transcription & data entry
- Event coordination
- Research
- Communications or graphic design

Responsibilities:

Administrative Tasks (ongoing)

- Coordinate team meetings and board meetings (agenda preparation, follow-up, notetaking & filing, update records)
- Financial & HR admin tasks (e.g. invoicing, expense claims, timesheets)
- Maintain organized on- and off-line filing systems, including project archiving
- Data entry
- Maintaining required licensing and legal records
- Assist in reporting, budget planning and annual report preparation
- Other tasks as assigned

Communications Tasks (ongoing)

- Occasional web updates
- Maintain CRM system
- Maintain internal communications practices and systems
- Other tasks as assigned

One-Time Deliverables

This position is initially for a term of 6 months. During this time, and in addition to ongoing tasks, this person will be responsible for developing:

- Standard project management procedures, documented in a manual
- Updating the project filing system for the organization
- A manual for SHIFT's internal administrative and communications protocols
- An updated CRM system

To Apply:

Applications will be reviewed as they are received, until February 29, 2020. If you are interested and qualified, please submit your cover letter and C.V. by email to:

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