

Administrative and Logistics Coordinator

U-Links and Haliburton County Community Co-operative

REPORTS TO: U-Links Program Co-ordinator & Co-op President

PROGRAM: U-Links Centre for Community-Based Research and the Haliburton County Community Co-operative

OFFICE LOCATION: Minden, Ontario

Hours: 24.5 hrs/week.

SUMMARY OF POSITION: Under the direction of the U-Links Projects Co-ordinator and the Co-op President, the Administrative and Logistics Co-ordinator will be responsible for office administration, and providing support for operations, logistics, financial management, and program delivery. Specific duties include, but are not limited to, the following:

RESPONSIBILITIES:

- Organize logistics and documentation of research projects and community service learning projects;
- Ensure effective use of funds only for purposes described in the budget and per guidance provided by the U-Links Projects Co-ordinator and Co-op President;
- Follow financial and procurement policies and procedures;
- Assist in the preparation and implementation of financial processes as needed;
- Liaise with service providers as needed;
- Take care of banking transactions, account balancing, payment and expenditures (including payroll, purchase orders, invoices, statements, petty cash etc.);
- Co-ordinate logistics for student transportation in relation to research and community service learning projects;
- Assist with planning, promotion, and management of events, including the U-Links annual Celebration of Research;
- Assist with designing and producing marketing materials including flyers, information brochures, e-mail blasts, invitations, and announcements;
- Database management (U-Links projects database, Haliburton County Collection);
- Assist with website management;
- Assist with developing and posting content to social media platforms;
- Oversee the administration of program files and relevant documents, including the filing of documents, physically and electronically;
- Registering and tracking all incoming and outgoing physical correspondence;
- Perform receptionist, operator and librarian tasks as needed;
- Manage public information materials;
- Manage equipment and assets;
- Take minutes for U-Links Management Committee Meetings;

- Carry out program logistics including procurement of supplies and contractors as needed;
- Management of Co-op membership list and annual membership payments;
- Maintain ledgers for each part of the Co-op;
- Ensure HST returns/payments are made for each part of the Co-op on a quarterly basis;
- Perform other logistical and administrative tasks within the program's scope of activities, as instructed by management.

QUALIFICATIONS:

Candidates must be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and to work collaboratively with other employees and a variety of stakeholders.

We are looking for a candidate who has office administration experience and/or specific training in office administration.

- **Communication:** Good written and oral communication skills (e.g. effectiveness in listening to others, expressing ideas, both orally and in writing). Effective e-mail communication with a variety of contacts and stakeholders.
- **Software Programs, Social Media and Graphic Design:** A high level of competency with MS Office (e.g. Word, PowerPoint, Excel) and maintaining databases. Experience and competency with social media (e.g. Facebook, Twitter, Instagram). Competency with MS Publisher or Adobe Creative Cloud (Illustrator, InDesign, Photoshop) is an asset.
- **Bookkeeping:** Experience with Simply Accounting and Quick Books.
- **Logistics:** Experience managing logistics for programs and events.
- **Community Knowledge:** Knowledge of Haliburton County is an asset.
- **Time Management/Organization:** Ability to assess, prioritize and manage multiple responsibilities toward successful-project outcomes.
- **Attention to detail:** Ensures accuracy and thoroughness in all tasks. Highly detail-oriented, organized, proactive, and able to handle multiple projects simultaneously.
- **Relationship Management and Teamwork:** Respects the rights of others and works collaboratively with fellow employees.
- **Strong interpersonal skills:** Ability to interact effectively with volunteers, funders, clients, faculty students etc. and personnel associated with this program;
- **Independent Performance:** Undertakes initiative and takes independent action within prescribed limits. Ability to work with minimal supervision. Ability to think through problems and make timely, practical decisions.
- **Reliability:** Follows through with instructions and performs under varied circumstances. Good attendance record and punctuality.
- **Attitude:** Fosters high morale within the organization. Is enthusiastic about the work of U-Links and the Haliburton County Community Co-operative in the work environment and externally with partners and the public.

Access to own means of transportation required.