

**Job title**

Office Manager for Bowring Park Foundation Inc.

Job summary

Provision of overall management and leadership in implementing Board initiatives in a manner consistent with the mission and goals of the organization

Reporting to

Board of Directors, through the Executive Committee and Chair

Prime functions:*Implement board initiatives and decisions*

- Follow the direction and decisions of the Board of Directors
- Act as a resource for the Board of Directors as required
- Keep Board of Directors informed (on a timely basis) of issues affecting the development and delivery of initiatives

Monitor and oversee financial management of the organization

- Identify and pursue potential grant opportunities
- Maintain relationships with funding sources and prepare funding proposals and grant applications
- Attend to payroll, managing accounts payable and receivable, monthly bank reconciliations, liaise with the Foundation's external accountants and auditors for the completion of financial statements and tax returns.

Community relations

- Maintain relationships with community stakeholders including: the City of St. John's staff and management, community associations, other organizations and funding agencies
- Represent the organization on appropriate committees and organizations as required

Other responsibilities

- Member of Executive Committee and all other committees of the Foundation
- Attend and participate in meetings, assisting with materials and recording notes/minutes for distribution
- Monitor Foundation initiatives to ensure consistency with criteria established by funding sources
- Prepare and provide to the Board, and other applicable bodies, summary reports as required
- Manage the Foundation's social media accounts and periodically update and provide content
- Manage the Foundation's web site through an established user interface

Qualifications

- Office Administration certification or equivalent office management or not-for-profit experience
- Familiarity with PC computer applications including Word, Outlook, Excel, Zoom and Sage
- basic graphic design experience would be an asset
- Experience in initiating, planning and implementing organization initiatives

Hours of work and Office Location

- Generally expected to work approximately 20 hours per week, and at other times as may be reasonably required. Nature of the work will require variable or irregular hours from time-to-time in order to meet the objections of the position
- Office space provided in the Lodge in Bowring Park, however, the Foundation offers a flexible working environment

Compensation

\$30,000, based on education and experience

Deadline for Applications

May 15, 2024

Please email your Resume to

bowringparkfoundation@gmail.com