

Slocan Early Learning Society
Contract Administrative Manager Job Description

Position	Administrative Manager
Wage/Salary/Benefits	\$35
Start	June 2024
Hours	Part-time, 20-40 hrs/month pending need
Location	Remote hybrid – New Denver
Summary	<p>The Slocan Early Learning Society is looking for a part time Administrative Manager on a 16 month contract to assist the society in strengthening its organization and ensuring its continued success and sustainability in the future. In line with this objective, one of the primary tasks of the AM will be to assist the board in developing a 5-year strategic plan`. The AM will also be responsible for managing the society’s finances, including developing and tracking annual budgets, grant writing, and reporting. Expanding membership and volunteer engagement will also be an important aspect of this position, as will be the development of comprehensive policies and procedures for both the board and pre-school operations. The AM will also be responsible for organizing, attending, and facilitating monthly board meetings and the AGM. The AM will also manage human resources, functioning as a liaison between the board, bookkeeper, and pre-school staff and perform basic administrative tasks and communications as required.</p>
Duties	<ul style="list-style-type: none"> ● Strategic Planning <ul style="list-style-type: none"> ➤ Oversee fundraising and grant writing (staff and board can write grants/fundraiser under the direction of Admin Manager). ➤ Develop a fundraising strategy to ensure sustainability of society.

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	<ul style="list-style-type: none">➤ Create a calendar of important dates➤ Revise or create new job descriptions➤ Develop marketing strategy● Financial management<ul style="list-style-type: none">➤ Develop and monitor annual budget and provide biannual to board.➤ Track staff hours and submit invoices for payment➤ Liaise with bookkeeper to ensure tracking of expenditures and timely preparation of income and balance sheets for biannual board report.➤ Ensure that the structure of the society's finances makes it eligible for future BC Gaming Grants and other key funding agencies➤ Initiate a new fundraising campaign for 2024/25 fiscal year➤ Admin Manager to lead applying for funding through various local, regional, provincial, and national funding agencies➤ Complete reporting for subsidies and grants➤ Ensure society is in compliance and good standing with the BC registrar● Membership and volunteer engagement<ul style="list-style-type: none">➤ Conduct a pre-registration, membership and volunteer engagement drive through information tables at special events and markets (board to support)➤ Create a volunteer registration form with availability of hours and interests.➤ Create a membership and volunteer contact sheet in excel, including emails and mailing addresses for future membership drives➤ Promote attendance at the AGM/Board➤ Maintain active social media and society website accounts● Human Resources
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	<ul style="list-style-type: none"> ➤ Organize and attend monthly staff meetings ● Develop and compile policies and procedures for governance, human resources, financial management, and operations into a comprehensive handbook ● In consultation with the board create a meeting calendar for monthly board meetings and the AGM ● Prepare and disseminate packages for monthly board meetings, including minutes, agendas, staff reports, and financials. ● Organize internal filing systems, both paper and electronic, create annual back up on USB (within google docs).
<p style="text-align: center;">Qualifications</p>	<ul style="list-style-type: none"> ● 5 years experience in non-profit management ● 2 years administration experience ● 2 years experience with fundraising and grant writing ● Experience in membership and volunteer engagement. ● Experience volunteering and/or working for a board of directors ● Excellent writing and communication skills ● Strong financial literacy ● Highly organized and self motivated ● Clear criminal record check

Email applications to board@slocanearlylearning.ca

Position will close on June 1, 2024.