



Job Posting: Office Manager

We love adding members to our team of staff at OUTSaskatoon. If you agree with the following statements, we want you to apply:

You love organizing spaces, systems, and your time

- When you see a mess you tackle it head on rather than running away from it or wishing you could set it on fire
- You enjoy coming up with better organizational systems, whether it be an office supply cupboard, a database for donors, or the way we organize volunteers

You enjoy talking on the phone and can problem-solve in the moment

- You can manage phone calls and determine who would be best to answer questions
- If needed, you can figure out what information is needed so that you can give answers to an array of questions

You work best when working as a team, alongside a staff that is diverse in identities, personalities, and work styles

- You thrive in a team environment and genuinely enjoy being a team member
- You enjoy collaborating and the idea of group work doesn't repulse you

About the Position

Hours: 37.5 hours per week

Salary: \$46,800-\$50,700, dependant on experience

Benefits: Comprehensive benefits package available to full-time employees after three months. Matched savings plan (at 4%) available after one year of employment.

Job Term: Permanent

We are looking for a community-minded, compassionate, and eager individual to fill our position of Office Coordinator. The Office Coordinator supports the operations and information needs of assigned positions and programs by developing and applying appropriate clerical and administrative processes.

OUTSaskatoon is dedicated to building an organization that reflects the diversity of all we serve. This includes prioritizing applicants that are diverse in gender identity, sexuality, culture, and race. Please use your cover letter to tell us about yourself and your interest in working with OUTSaskatoon. **Preferential consideration will be given to First Nations, Metis, and Two Spirit applicants. We rely on section 48 of The Saskatchewan Human Rights Code for this measure.**



Tasks:

1. Provides administrative and coordination support including handling incoming and outgoing mail, creating meeting agendas and writing meeting minutes, developing and maintaining databases, initiating invoices, and purchasing office supplies and equipment.
2. Fields calls and messages on a multi-line phone system, providing immediate assistance where appropriate and forwarding calls when necessary.
3. Provides technical support including setting up and operating a range of office and video equipment, documenting equipment handling procedures and training staff in these as required.
4. Receives and processes payments, donations, receipts, and ticket purchases according to the correct procedures.
5. Processes payroll, employee benefits, and our group registered retirement plan program.
6. Manages OUTSaskatoon's volunteer program.
7. Assists with the management of OUTSaskatoon's website.
8. Provides on-call support to OUTSaskatoon's Pride Home, 2SLGBTQ youth home, one week per month.
9. Monthly statistical record-keeping, reporting, and budgeting.

What does a typical day at OUTSaskatoon look like?

- *You are one of the primary people who will answer the phone therefore you are confident and able to answer the majority of questions that are asked and are able to determine who on staff is best suited for each phone call.*
- *You excel at delegation and are able to pre-plan schedules ensuring that the Office functions in an efficient and sustainable manner.*
- *You work and communicate using harm reduction principles and are inclusive above all else. You also understand the importance and need for anti-racist practices in your day-to-day work.*
- *You are processing donations, ordering office supplies, updating OUTSaskatoon's website, and problem-solving administrative issues.*
- *You are processing payroll, paying invoices and bills on Quickbooks, and assisting the Executive Director and Development Officer in ensuring our financial procedures are sound.*
- *You are confident in your problem solving skills and love taking initiative in tackling administrative or organizational issues.*
- *You enjoy routine tasks and perfecting procedures and processes for your work.*
- *You are ensuring that OUTSaskatoon's office is organized, efficient, looks professional, and meets OH&S standards.*



Qualifications

Required

- 2-4 years of experience in office administration and management . Equivalent combinations of education and experience will be considered.
- 2-4 years of financial experience using QuickBooks and managing routine financial tasks
- Knowledge of queer and Indigenous communities, harm reduction, anti-oppression, and anti-racism approaches to community service delivery.
- Experience with standard office equipment and ability to be the point-person for issues with equipment.
- Proficiency with Microsoft word, excel, powerpoint, and publisher.
- Proficiency with Google drive, docs, calendar, and sheets
- Valid driver's license and access to a vehicle.
- Solid communication and interpersonal skills.
- Independent decision making regarding day-to-day operations and strong problem-solving skills.
- Ability and self-reflexivity to work in a team environment.
- Organization and time management skills (able to multitask and reassess priorities).

Assets

- A certificate or degree in office administration.
- Experience working for community-based organizations and/or working in the queer community.
- Experience with Nationbuilder websites.

Working Conditions: The incumbent works in an office environment. Shift and week-end work as required.

To Apply: Please submit a **detailed cover letter** (applicants that do not include a cover letter will not be considered), a **resume** highlighting relevant education and work experience, and **three references** by email, mail, or fax to:

ATTN: Amanda Guthrie (she/her)
director@outsaskatoon.ca

Deadline: July 26 at 5:00pm