



## Administration and Communications Coordinator

The Compost Education Centre (CEC) is a charitable, not for profit organization that provides composting, organic gardening and conservation education to residents of the Capital Regional District (CRD).

We are seeking a highly organized, energetic and motivated person to join our team as an Administration and Communications Coordinator. This is a permanent position based on a 21 hour work week.

Start date is Wednesday February 1<sup>st</sup>, 2017

Applications are due by 11:55pm on Monday January 2<sup>nd</sup>, 2017

**Work Week:** The work week is Wednesday-Friday, 9:00am - 4:30pm (21 hours per week) with a half hour unpaid lunch.

**Wage Range:** \$18 per hour. There will be a 3 month review period, after which employee health benefits can be accessed.

### Job Description:

The Administrative and Communications Coordinator reports to the Executive Director and is responsible for all office administrative duties, communications activities, community education and outreach, report and grant writing assistance.

### Office Administration (40%)

- Coordinate and supervise office systems and procedures
- Coordinate and maintain information systems, including: monthly statistics, memberships, newsletter and volunteer lists, and database management.
- Assist with financial management procedures and reporting
- Assist in annual reporting to funders
- Maintain office supplies and equipment
- Order composting products for re-sale and track inventory
- Manage CEC memberships including: updating database, sending renewal reminder emails, processing new memberships
- Assist the Executive Director with writing and editing grants
- Assist the Executive Director with writing and laying out annual report
- Track sales, order products as needed and look for ways to improve social enterprise

### Communications (45%)

- Manage social media sites such as Facebook and Twitter
- Maintain and update website (Wordpress platform)
- Create annual adult workshop calendar: for print, on Eventbrite and on CEC website
- Perform weekly communications tasks including preparing information for community calendars, newspaper calendars and public service announcements

- Create posters, graphics, reports, slide decks and other graphic communications materials
- Update media database, send media releases and maintain earned media tracking records
- In collaboration with the office team, support the planning and implementation of special events and workshops
- Create and send out monthly newsletters through MailChimp
- Write and solicit articles for the CEC newsletter and community news outlets
- Assist with interactive site tours and composting workshops when needed
- Represent the CEC at community education events

#### **General (15%)**

- Respond to hotline calls, emails and site visitors with composting, conservation and gardening questions
- Retail sales of composting supplies and general promotion of the Centre's services for site visitors

#### **Qualifications:**

- University or college diploma in Office Administration or a related discipline, with a minimum of three years of experience working in non-profit administration in either a volunteer or professional capacity  
**OR** equivalent combination of work experience and education
- Experience working or volunteering in a non-profit environment
- Demonstrated organizational and planning skills, ability to meet deadlines and create efficient systems
- Excellent interpersonal skills and ability to communicate effectively both verbally and in writing
- Flexibility, initiative, creativity and problem solving skills
- Proficiency with MS Office including Excel, Word, Outlook, Publisher and PowerPoint
- Demonstrated ability to design and create simple and attractive posters and graphics in Publisher
- Experience with online newsletter platforms such as MailChimp
- Experience with social media and online engagement
- Experience with website management, preferably on a Wordpress platform
- Enthusiasm and excitement to go out in the community and teach others about composting and ecological gardening
- Proven expertise and in-depth knowledge of composting practices and principles considered an asset
- Must have full valid driver's license and drivers abstract in good standing (no vehicle necessary)

#### **To Apply:**

Submit a resume, cover letter and references via email by **11:59pm on Monday January 2<sup>nd</sup>, 2017**

Resume should be submitted to Marika Smith at **info@compost.bc.ca**

Subject Heading: **Administrative and Communications Coordinator Application**

Resume Filename: **LastName\_FirstName\_Application\_2017**

We thank all those who apply for their interest in our organization, but only shortlisted applicants will be contacted.