



JOB OPPORTUNITY: ADMINISTRATIVE COORDINATOR

Employment Type: Permanent Part-Time, 20 hours per week
Application Deadline: Friday, August 4th, 2023
Anticipated Start Date: As soon as possible

Reporting to the Executive Director, the Administrative Coordinator is responsible for a variety of supportive functions in our office. This is a part-time position of 20 hours per week.

The Administrative Coordinator is someone with passion and drive, who can ensure that our standard of excellence is maintained in the office, online, and at in-person events. Under the direct supervision of the Executive Director, the Administrative Coordinator provides support by managing various internally-based projects, assists with outreach and coordination of external events, and provides administrative support with day-to-day office operations. The Administrative Coordinator must be available to work evenings and weekends on occasion for special meetings and events.

RESPONSIBILITIES

Office Administration

- Provide confidential administrative support
- Respond to and manage general inquiries
- Attend monthly board meetings and record accurate minutes
- Order office supplies.
- Process incoming correspondence
- Downtown Dollar management

Financial & Bookkeeping

- Manage all bookkeeping tasks in Sage 50. This includes entering all payables and receivables, generating invoices, collection of payments, printing cheques, email money transfers, and credit card processing.
- Process biweekly employee payroll, annual T4 slips, and records of employment. This includes managing remittances and filing them.
- Submit quarterly GST/HST filing with CRA and calculate proper rebates on non-profit HST filings.
- Monthly reconciliations
- Annual audit preparation
- Generating monthly reports
- Prepare bank deposits and cash reports, and replenish cash floats as required.



Special Events

- Work with the Executive Director and Marketing and Events Coordinator to search for and book vendors as required.
- Invoice and collect vendor fees.
- Assisting with the set up and take down of event materials including pop-up tents, signage, and other event displays.
- Attending events as required to provide assistance to attendees.
- Occasional attendance of third-party special events and trade shows.

PROFESSIONAL SKILLS

- Completed some level of post-secondary education.
- Experience in office administration, including office reception is an asset.
- Proficient in computer skills, specifically with Sage 50 and Google Workspace.
- Experience in cash handling, balancing, and basic accounting knowledge.
- Demonstrated organizational and administrative abilities.

COMPETENCIES

- Excellent interpersonal skills with a professional and helpful demeanour.
- Excellent organizational skills with the ability to multitask and great attention to detail.
- Excellent problem-solving skills, innovative and adaptable.
- Excellent written and oral communication skills.
- Experience in recording and transcribing.
- Self-directed with the ability to prioritize work and meet deadlines.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT

- Compensation to be based on experience
- Chamber of Commerce Health Benefits
- Flexible hours
- Office environment and team concept.
- Outdoor/off property.
- Maintain confidentiality.
- Provide a criminal record check.



ABOUT THE DOWNTOWN TRURO PARTNERSHIP

Truro is an energetic, growing town known as the "Hub of Nova Scotia" because of our central location. Our downtown core offers an idyllic blend of small-town charm and a thriving, modern business community. The Downtown Truro Partnership and the Town of Truro have a unique partnership focused on enhancing the downtown in both appearance and activity. Through an area rate charged to the member businesses, the Town provides the core funding to the Downtown Truro Partnership for the many projects and activities conducted annually that add to the vibrancy and attractiveness of the downtown core.

DIVERSITY STATEMENT

The Downtown Truro Partnership values equity, diversity and inclusion. We seek applicants who are passionate about growing our downtown core, and have backgrounds that reflect our community.

HOW TO APPLY

Please forward your cover letter and resume as a single .pdf document to saribel@downtowntruro.ca. We welcome applications from all qualified candidates however only those selected for an interview will be contacted.

APPLICATION DEADLINE: Friday, August 4th, 2023 by 5:00pm

Please note: we will be scheduling interviews with selected candidates as their applications are received, to fill the position as soon as possible.