

Job Posting for the London Environmental Network

Job Title: Environmental Administrative Assistant

Eligibility: Applicants must meet the eligibility requirements in accordance with the Eco Canada funding program:

- Must be aged between 15-30 (inclusive)
- Must be a Canadian citizen, permanent resident or be a protected person as defined by the Immigration and Refugee Protection Act
- Must be legally entitled to work in Canada and according to the relevant provincial/territorial legislation and regulations

Location: London, ON. Candidates must reside in London. This position requires a combination of in-person and remote work. Evenings and weekend work will be required on occasion. Reliable access to a vehicle is required for travel to various job responsibilities within London.

Remuneration: \$25/hour for 20 hours/week. 12-month contract, with possibility for extension.

Start Date: Ideal start July 3, 2023.

Benefits include: 3 weeks paid vacation and 2 wellness days

The Organization:

The London Environmental Network (LEN) is a registered environmental charity in London, ON that aims to create a green, sustainable, and more resilient city. The LEN works to connect and engage individuals, nonprofits, and businesses in the community to reduce their environmental impacts. This is achieved through environmental programming and service offerings including Greener Homes London, Green Economy London, Environmental Action Incubator, and more. The LEN also works to raise the profile of the environmental non-profit sector to attract and engage Londoners in growing a healthy, sustainable city.

Summary:

LEN is looking for a candidate with extensive experience with bookkeeping and administrative tasks, budgeting, reception and communications. The candidate must be well-organized, and have strong attention to detail. Previous experience using Quickbooks online is beneficial.

The Administrative Assistant will be responsible for internal processes of our organization, from HR, finances, policies and payroll. The Administrative Assistant may also help developing and managing internal processes, such as annual reporting, development of organizational templates, tracking program metrics, communicating internal changes and grant reporting responsibilities.

The role will directly support staff that run events, outreach, community engagement and communications efforts, and may involve data entry, network building through website updates, scheduling and document preparation from time to time.

The position reports to the Interim Executive Director of the London Environmental Network and will be supported by program staff and volunteers.

Duties include (but are not limited to):

- Monitoring and responding to public emails and phone calls during business hours, directing inquiries to fellow staff and resources as needed
- Collecting and sorting organizational mail
- Monthly financial processes (cheques, invoices, visa reconciliations, bank reconciliations)
- Payroll duties, including mileage, reimbursements and benefits tracking
- Assist the Executive Director by building board packages, updating slide shows, and data entry
- Running quarterly financial reports for the Finance Committee
- Maintaining, organizing, and entering information into databases
- Managing internal documents, such as time sheets and policies, when required
- Assisting with grant writing and reporting and sponsorship development, when required
- Attending meetings and taking minutes
- Purchasing materials and services for programming
- Review and audit current bookkeeping and budgeting systems and report recommendations

Our Culture:

Small but mighty is our trademark! If you are the successful candidate you will be working in a small team and you would be working closely with our Executive Director to achieve both your personal goals and the organizational goals. We want you to succeed just as much as we want to benefit from your work at LEN.

We will strive to gain an understanding of each person's career and personal aspirations as they relate to their work with LEN and do whatever we can to support these goals, including funds for approved professional development courses. Overall, we endeavour to provide a diverse, inclusive culture that promotes positive professional and social interactions with other like-minded individuals that leads to camaraderie and enhanced learning. Go team!

Qualifications:

The ideal candidate will have experience in bookkeeping, payroll, administrative tasks, written communications and a strong passion for sustainability and contributing to a healthy community. Three years' related work experience in non-profit / charitable bookkeeping and / or a Degree, diploma or certification in bookkeeping, accounting, nonprofit management, grant writing or other relevant field is an asset.

The successful candidate will have the following qualifications, traits and abilities:

- **Bookkeeping Skills:** previous experience and familiarity with Quickbooks Online software
- **Leadership Skills:** the ability to plan, strategize, set goals, develop work plans, work efficiently and track progress; strong ability to work independently; ability to multi-task and assist with multiple projects and initiatives; initiative to explore new ideas and create new opportunities; ability to make decisions and resolve problems.
- **Communication Skills:** excellent communication skills (oral and written); ability to deliver information clearly; knowledge of effective communication and organizational tools.

- **Financial Skills:** the ideal candidate will have experience managing and tracking financial information (ex. budgets, financial reporting, etc.) and possess strong analytical and problem-solving skills. Previous experience managing payroll software is an asset.
- **Environmental Knowledge:** current knowledge of key environmental issues. Continued interest in learning and expanding knowledge through professional development opportunities and personal initiative.
- **Adaptability:** Demonstrate a willingness to be flexible, versatile and adapt to a changing work environment while maintaining effectiveness and efficiency. Ability to learn new technologies and master new skills. Able to handle stress and multi-task.
- **Technical Skills:** Excellent computer skills (Word, GSuite and Google Drive, Excel, Nationbuilder, Canva).

Supervision and Mentoring Plan:

The Environmental Administrative Assistant will report directly to the Interim Executive Director (the “Supervisor”) at the LEN. Orientation to the LEN and the position will be provided at the beginning of the position and will include an overview of the LEN organizational structure, mandate, policies, procedures and properties.

Project training and supervision will be provided by the Supervisor who will communicate the specific goals, tasks and expectations of individual projects. The Environmental Administrative Assistant will work with the Supervisor directly most days and be in contact on a daily basis when working independently.

The Supervisor will meet with the Environmental Administrative Assistant once a month to review progress on projects, update work plans accordingly, and discuss new ideas and challenges. They will be supported with opportunities for continued learning and professional development throughout their contract term.

London Environmental Network is an equal opportunity employer. We are committed to providing an inclusive and welcoming environment for all staff, volunteers, members, subcontractors, and vendors in all our activities and operations, regardless of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), dis/ability, marital status, or sexual orientation. We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request.

How to Apply:

Please email your cover letter and resume to Marianne Griffith at marianne@londonenvironment.net with the subject line “Environmental Administrative Assistant”. Applications are due Wednesday, May 31st by 5pm.