

The Shuswap Trail Alliance
PO Box 1531, Salmon Arm, BC V1E 4P6
Phone: 250-832-0102
Email: admin@shuswaptrails.com

Updated: September 04, 2020

Management Position: Interim Business Coordinator – Part Time

The Shuswap Trail Alliance is looking for a suitable, committed candidate with the right mix of business management and administrative experience to join the Shuswap Trail Alliance team, in a fast paced office, for a 1-year part-time contract as **Interim Business Coordinator – Part Time**.

Purpose: to administer the day-to-day operational business of the Shuswap Trail Alliance and maintain ongoing communications. (Note: this position is filling in for a position on Workers Compensation leave.)

Responsibilities include:

1. Business Management and Operations
 - a. Coordinate operational organization and scheduling
 - b. Maintain data base and partner communications
 - c. Oversee membership communication, renewals, payments (with volunteer support)
 - d. Assist bookkeeper with daily receivables, payables, payroll, & cash flow
 - e. Manage project & grant tracking, reporting, claims, & invoicing
 - f. Assist with funding applications,
 - g. Assist day-to-day HR support
2. PR communications support (web, bulletins, social media, correspondence, displays)
3. Administrative support of the Volunteer Trail Stewardship program

Specific tasks include:

- A/P – review invoices for project numbers etc., follow up for missing info, pass onto bookkeeper/Associate Director or ED for authorization (Print invoices for bookkeeper)
- Print timesheets and put in bookkeepers folder
- Follow up on timesheets for bookkeeper as required
- Invoicing
- Check emails and respond accordingly
- Check voicemails and follow up as required
- Manage office supplies, stock up as required
- Manage benefits program, track as required
- Prepare Provincial Gaming Reports
- Manage BC Rural Dividend Program Grant Transfers and balancing
- Open new projects/set up tracking sheets
- Assess and monitor business operations for oversights, gaps, deadlines

Qualifications:

- Proven experience in business and project management, financial management, HR, contractor, and public relations.
- Computer and online-networked work environment proficiency, including a solid understanding of Excel and linked spreadsheets, is a must. Experience with Sage (Simply) Accounting Software an asset.

Skills:

- Strong organizational skills with the ability to multi-task.
- Attention to detail and problem solving.
- Excellent time management with the ability to prioritize work.
- Excellent written and verbal communication skills.

Term: part-time (2.5 days/week) 1-year employment contract. Contract proposals also considered.

Wage: \$23 - \$25 based on experience.

To apply: Please send a resume with references or contract proposal to associatedirector@shuswaptrails.com.

Deadline for applications: Friday, September 25 at 4:30pm

The Shuswap Trail Alliance is privileged to operate under the Shuswap Trails Protocol within Secwépemc Nation territory.

For further information visit www.shuswaptrailalliance.com.