

MULIPLE BIRTHS CANADA OFFICE MANAGER

Multiple Births Canada is seeking an experienced candidate for the part-time position of Office Manager, to start as soon as possible. See the Job Posting below for details. For more information please contact MBC's HR Committee at hr@multiplebirthscanada.org. Help fulfill MBC's mission to improve the quality of life for multiple-birth individuals and their families in Canada!

Background

Multiple Births Canada (MBC) is a Registered Charity whose mission is to improve the quality of life for multiple-birth individuals and their families in Canada. We fulfill our mission by providing support, education, research, and advocacy, locally, nationally and internationally to individuals, families, Affiliate Chapters, and organizations that have a personal or professional interest in multiple-birth issues. MBC is seeking an experienced candidate for the part-time position of Office Manager.

Reporting to the Board of Directors, and working closely with volunteers across Canada, the Office Manager will manage the day to day operations of MBC. He/she will adhere to MBC's long-term strategic plan; abide by the bylaws, policies and procedures that MBC has in place; work with volunteers to develop new resources; while helping the organization to grow and providing support for Canadian multiple-birth families.

This is a diverse and demanding position that requires the ability to work on multiple projects simultaneously, and involves a wide range of skills including administration, writing, communications, public relations, social media, and community engagement. The Office Manager will have the ability to build and maintain positive, collaborative and productive working relationships with a wide range of members, volunteers, supporters and community partners.

Qualifications

- excellent organizational and time management skills;
- good IT skills, including knowledge of a range of software packages;
- the capacity to prioritize tasks;
- ability to liaise well with others and delegate tasks;
- excellent oral and written communication skills;
- ability to work on your own initiative;
- attention to detail;
- flexibility and adaptability to changing workloads;
- knowledge of the issues facing multiple-birth families, and has a direct relationship to multiples or an interest in promoting multiple-birth issues; and
- knowledge in Quickbooks & Mass Mailing program an asset
- a Business Administration/Business Management Degree/Certificate in a field that transfers to the management of an organization in the not-for-profit or charitable sector or equivalent an asset;
- English written, spoken and reading are essential. Bilingualism is an asset.

Responsibilities

- work from a home-based office as an Independent Contractor;
- using a range of office software, including email, spreadsheets and databases;
- recording office expenditure and revenue and manage the budget;
- work with the Director of Finance to ensure tax returns and annual Charity Returns are filed in a timely manner;
- coordinating work with volunteers;
- responding to membership enquiries;

- take minutes at monthly board meetings and follow up on tasks that require action;
- attending conferences and training; and
- management of various social media sites (Facebook, Twitter, Blog).

Remuneration

Remuneration is on a part-time contract basis with weekly hours still to be determined. Some evening & weekend work is required.

Closing Date: January 31, 2018

Qualified applicants should submit their resumes, cover letter and three references electronically to the MBC Hiring Committee at hr@multiplebirthscanada.org.

We thank all applicants for their interest in the Office Manager position for Multiple Births Canada. However, only candidates selected for an interview will be contacted. No telephone calls please.