



Newcomer Family Resource Network

**JOB POSTING Internal/External**

## **Office Manager**

### **Job Overview:**

The Mosaic Office Manager is an IT oriented office professional responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The Office Manager reports to the Executive Director and will have strong people skills, exceptional attention to detail, be able to manage a wide variety of administrative and clerical tasks, and be proficient with computers and in working in a server environment.

### **Summary of Role and Responsibilities**

#### Management, IT, and Administration

- **Manage the server and website – includes: creating accounts, managing folder access, trouble shooting and communication with IT contractor, and website, and database designers at our main office and off site locations**
- **Manage technology and telecommunications systems and provide general support to staff**
- Implement, manage and maintain record keeping including; purchasing and inventory control systems
- Manage office equipment, maintenance, security and service contracts and systems
- Monitor, contribute and coordinate updates to the agency website, newsletter, social media, annual report, and other promotional material
- Maintain an inventory of office supplies and equipment
- Manage and oversee iCARE reporting and users ensuring that all departments submit reports on time
- Set up and manage security protocols for the agency including for; iCARE, internal database, documents, file storage, laptops and desktops
- Ensure adherence to various protocols including copy write materials, preservation of propriety
- Overall responsibility for internal database maintenance, and staff training
- Coordinate the agency H&S committee and chair the building committee
- Perform other duties as may be assigned

#### Executive Director and Board Support

- Proactively manage, coordinate and organise activities and schedules for the Executive Director including meetings and correspondence (email and voice-mail)
- Proactively schedule and manage the work of the Board of Directors, Committees and Working Groups
- Ensure all requirements of the bylaws and process for the Annual General Meetings are met in a timely manner
- Assist with reporting requirements
- Prepare correspondence, materials and agendas, meeting minutes, action logs and ensures timely follow up
- Assist with hiring, orientating and training of staff when applicable
- Develop and maintain knowledge of strategic partnerships, funders, community organizations, institutions and the community at large

#### Supervise Administration staff

- Supervision and coordination of office volunteers, administrative support staff, and receptionist
- Oversee coordination of schedules, efficient work distribution and relief needs as required
- Other duties as assigned

***We appreciate all applications; however, only short listed candidates will be contacted***

**2018**

**Qualifications:**

- Undergraduate degree or certificate in non-profit management, business administration, or equivalent 3-5 year of experience
- Ability to diagnose and resolve diverse technical issues (both hardware and software)
- Familiar with Windows 7, Windows 10 as well as IOS.
- Familiar with Microsoft Office 2013 (and higher)
- Comfortable working with end users either in person or over the phone
- Comfortable working with contracted network support relating to issues requiring escalation
- Knowledge of internet security and data privacy principles
- Ability to take initiative, problem solve, and make decisions within job scope
- Excellent time management and organisational skills with strong attention to detail
- Ability to work well under pressure and multi-task without supervision
- Ability to work independently as well as collaboratively in a positive team environment
- An understanding and experience of a fast moving workplace environment,
- Excellent English written, and oral communication skills
- Strong track record of effective people skills in a human services environment
- Good understanding of processes, policies and procedures required for supporting a non-profit organization
- Experience working with a diverse, multicultural population
- Fluency in a language other than English an asset
- Must provide a Criminal Records Check with vulnerable sector screening
- Valid Criminal Record Check, and Child Abuse Registry Check
- Access to a vehicle and ability to travel within the city mandatory

**Job Details:**

- Full time 37.5 hours per week
- Start date: July 9, 2018
- \$25.06 per hour, probation rate
- Full extended benefits package after probation including extended health, dental, RRSP and Employee Assistance Program
- Schedule: Monday – Friday between 9:00 – 4:00, the position requires occasional work after hours
- Work location: main office 397 Carlton Street and occasional travel to various sites in Winnipeg

**How to Apply:**

**Please email your cover letter and resume before 4:00 pm, June 20, 2018 to:**

**Selection Committee**

c/o [mosaicinfo@mosaicnet.ca](mailto:mosaicinfo@mosaicnet.ca)

**Please include the following in your subject line - *Office Manager***

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