

Community Animator Administration Communities Building Youth Futures Tamarack Institute Learning Centre | Vibrant Communities Canada

The Community Animator Administration is so organized they can host their own reality TV show and wants to make a difference in the world. They support HR, technology, facilities and general administration. They help support our funders and the CO-CEOs at Tamarack. This position is an essential component of our growing team and the Community Animator Administration is enthusiastic about taking on a variety of tasks.

About Tamarack:

Tamarack is a charitable organization dedicated to helping Canadian communities take ownership of local issues by making use of proven strategies for community engagement. We develop and support learning communities to help people collaborate, co-generate knowledge and achieve collective impact on complex community issues. Our vision is to build a connected force for community change. Learn more about Tamarack at www.tamarackcommunity.ca.

Through our work in the Learning Centre, we advance learning in our five practice areas:

- **Collective Impact** is the advanced form of collaboration which brings together different sectors for a common agenda to solve large, complex problems.
- **Community Engagement** is the process by which citizens are engaged to work and learn together on behalf of their communities to create and realize bold visions for the future.
- **Collaborative Leadership** brings together the appropriate people in constructive ways to create authentic visions and strategies for addressing shared concerns.
- **Community Development** is both the process of developing and enhancing the ability to act collectively and the outcome of collective action and its' results.
- **Evaluation** is the process of evaluating not only a single program or issue, but also the large scale, multi-faceted community change initiatives.

Through our work in Vibrant Communities Canada, we advance learning communities in three areas:

- **Cities Reducing Poverty** is a collective impact movement aimed at reducing poverty for 1 million Canadians through the efforts of local multi-sector roundtable and the alignment of poverty reduction strategies at the municipal, provincial and federal levels. Learn more at www.vibrantcanada.ca.
- **Cities Deepening Community** is dedicated to developing our collective understanding about the power of citizens and supporting programs, policies and practices that strengthen communities and neighbourhoods and mobilize citizen leadership to enhance social capital. Learn more at www.deepeningcommunity.ca.

- **Engaging Underrepresented Youth** is a collective impact investment in 13 communities across Canada aimed at improving the education and employment outcomes for youth who are currently not in education, employment or training. This project will engage leaders at the local community level to build effective supports for youth.

Supervision and Reporting:

The Community Animator Administration reports to the Manager of Finance and Operations. They are a member of the Operations team and is required to contribute to the overall achievement of Tamarack's strategic goals and deliverables of the Tamarack team as a whole.

Work Environment:

This job is full-time and is based at Tamarack's office at the University of Waterloo, Conrad Grebel University College.

On-going Responsibilities:

Bookkeeping

- Processes accounts payable by entering payables into Xero.
- Tracks use of staff credit cards, prepares monthly reports and reconciles account in Xero.
- Processes staff monthly expense reports
- Receives invoices in Xero and sends them to appropriate client
- Acts as liaison between events and finance; supports registration
- Ensures financial policies are being followed
- Files financial documents
- Monitors Tamarack's finance email inbox
- Supports preparation of monthly, quarterly and yearly financial reports

Funding Management

- Coordinates fund recipient applications
- Tracks fund recipient reports and fund use.

Database

- Maintains and monitors Tamarack's database for data integrity
- Maintains and manages Tamarack's Top 100 list

Technology

- Tracks and monitors employee technology compliance
- Maintains Tamarack technology including Microsoft Office 365, Sharepoint site, Zoom, etc.
- Manages Tamarack technology back-up procedures

People

- Monitors staff leave
- Maintains hard and soft copy employee files
- Supports maintenance of people policies

Administration

- Schedules, coordinates and minutes team meetings
- Maintains all electronic and hard copy project files
- Maintains Tamarack storage unit and tracks inventory
- Maintains and schedules Tamarack Head Offices
- Tracks book inventory and ships as needed
- Monitors general Tamarack inbox
- Resolves administrative problems and inquiries from project staff
- Other duties as assigned

Qualifications:

We look for great people, who are positive, results-oriented, loyal and patient with a big heart for social justice. The Community Animator Finance and Operations is a team player, who is organized and motivated with a proven ability in bookkeeping and administration.

- College diploma or equivalent
- Two years experience in a related field.
- Proficiency in Microsoft Office. Excel is essential. Sharepoint an asset.
- Hubspot knowledge an asset
- HR knowledge and experience an asset
- Demonstrated organization skills, including the ability to multi-task and remain positive
- Good written and verbal communication skills
- Ability to work independently and as part of a team
- Discrete and able to work with confidential and sensitive information

Salary & Benefits:

Tamarack provides a competitive salary and benefits, RRSP package, lieu and flex time and operates within a progressive management philosophy.

To apply:

Send your cover letter and resume to jana@tamarackcommunity.ca. While we thank all interested applicants, only those who are selected for interview will be contacted.