

Job Opening:
Managing Assistant
Vibrant Communities Canada
Cities Reducing Poverty | Cities Deepening Community

Tamarack Institute is seeking a qualified Managing Assistant to support the Vibrant Communities (VC) team and our work with Cities Reducing Poverty (CRP) and Cities Deepening Community (CDC) in a one year contract position. As Managing Assistant, your primary role will be to support the VC team in three key areas: internal processes and administration, staff management, and Director support.

About Tamarack VCC:

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 Vibrant Communities Canada, we advance learning communities in two 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.

Supervision and Reporting:

The Managing Assistant will report directly to the Director, VC. He or she will also work closely with the other members of the VC team, including the Coordinator of Admin and Communications, Manager of Policy, Learning and Evaluation, and Managers of Cities.

Work Environment:

This job is full-time (40 hours per week) and, as with most jobs at Tamarack, can be home-based or performed at Tamarack's office at the University of Waterloo. A strong preference will be given to candidates who live in or near the Kitchener-Waterloo area but for the right person we are open to hiring from anywhere in Canada.

On-Going Responsibilities

Support internal processes/lead administration:

- Keep the VC workplan up to date, monitor progress, and ensure that staff interact daily with their workplans
- Coordinate weekly VC team huddles and meeting agendas
- Support funder relations and prospect management
- Develop reports for meetings, stakeholders and funders, as required
- Book meetings for VC team and Director, or with VC stakeholders as required
- Ensure all admin functions are cared for
- Monitor and liaise with Finance/Operations on budget

Support VC team:

- Ensure staff are briefed and prepared for weekly team huddles
- Ensure staff are planning and executing their individual workplans effectively and on time
- Communicate new work deliverables to team members as assigned by Director
- Manage staff development, address concerns and questions, coach/mentor non-performing staff as needed

Support VC Director:

- With organizing, planning, and implementing vision and strategy and ensuring all standard processes are followed
- With managing the coaching of team members and HR responsibilities
- With establishing meetings, recording notes, following up with individuals as required
- With field work in government relations, fund development, coaching and writing

You may also be required to take on additional duties, as assigned in our workplan.

Qualifications:

- Proven research, writing and administrative experience, attained through completing a post-secondary degree program and/or 3 years employment in a related job.
- Knowledge and experience with implementing the project management cycle
- Experience managing teams, particularly in a remote environment
- Strong communication and administrative skills, with an ability to keep your eye on the big picture as well as the details of our collective work
- Highly organized, self-motivated and self-directed
- Ability to work in an evolving organizational environment and demonstrated multi-task
- Good knowledge of and experience using MS Office 365
- Bilingual (English and French) a definite asset.
- Willingness/ability to travel, as required

Salary & Benefits: This is a one-year maternity contract position with a salary of \$45,000 - \$55,000, based on experience.

To Apply: Please send your resume and cover letter to jana@tamarackcommunity.ca. While we thank all interested applicants, only successful candidates will be contacted.