

OBWB Job Description



Position Title: Office and Project Manager
Reports To: Executive Director

Division: Office Staff
Date: February 16, 2011

Job Purpose/Summary:

The Project and Office Manager is responsible for the smooth and efficient daily operation of the OBWB's programs, as well as project management and general administration. The job entails strong initiative, team building, ability to keep a cool head under pressure, to do triage, and to prioritize.

Principal Accountabilities:

1. Responsible for office management and the administration of OBWB day to day operations, coordinating and facilitating work with other staff. Duties include:
 - Establishing operational systems,
 - Managing logistics and solving problems,
 - Maintaining financial systems, receiving, preparing and tracking invoices.
2. Administers Water Conservation and Quality Improvement and Sewage Facilities Grant Programs. Duties include:
 - Developing applications, contribution agreements, and reporting templates,
 - Communicating with and supporting recipients and financial administrators,
 - Receiving and tracking progress reports and invoices.
3. Project management responsibilities. Duties include:
 - Taking initiative to develop or refine OBWB projects and programs,
 - Managing contracts, ensuring deliverables are completed on time and in budget,
 - Coordinating with team members on related projects.
4. Represents the OBWB at meetings related to responsibilities, and gives presentations as needed.
5. Provides office support to the Milfoil Program. Duties include:
 - Daily personnel check-ins,
 - Assistance with environmental regulatory compliance,
 - Helping with logistics, and directing public inquiries.
6. Coordinates Health and Safety program. Duties include:
 - Developing monthly crew talks for Milfoil Program
 - Working with the Milfoil Field Coordinator to review and update OHSP, and address incident reports.
7. Assists with developing and executing internal and external communication strategies and materials. Duties include:
 - Writing technical reports, memos, and correspondence,
 - Fielding enquiries from the public and directing as needed,
 - Assisting with minute recording for committees and meetings as required,
 - Assisting in preparation and mail outs of correspondence,
 - Assisting with communication with board directors, government staff and officials, and others.
8. Meeting and conference coordinating/event planning. Duties include: logistics, vendors, venues, and travel arrangements.
9. General office administration duties as required

Reporting Relationships:

Direct Reports: none

Dimensions: (Annual/approximate)

- # of FTE: 1
- Employees/Dept: 4

Knowledge, Skills & Experience

Required Education and Training:

- Undergraduate degree
- Valid BC Class 5 Driver's Licence
- Level 1 First Aid

Required Skills and Experience:

- Proven ability to work well with diverse people and build teams
- Project management experience
- Proficiency with Microsoft Office, Adobe Acrobat
- Strong technical writing abilities
- Experience communicating with public

Desired Skills and Qualifications:

- Experience or training in sustainability field
- Experience with grant writing and/or grant administration
- Familiarity with regulatory compliance
- Experience with website content management
- Experience with local government administration
- Proficiency with Adobe InDesign and Illustrator

Working Conditions:

Physical Effort: Minimal physical effort required with duties involving alternating positions of light physical activities.

Physical Environment: Minimal exposure to unpleasant or disagreeable conditions, with most hours spent in a moderated physical environment.

Mental Stress: Moderate mental stress possible during periods of tight deadlines; possibility of unpleasant contact with public.

Sensory Attention: Limited demands on sensory attention with occasional periods of medium-intensity concentration required for advanced work processing and data entry.