

JOB DESCRIPTION

Job Title	Operations Coordinator - Administration
Organization	Gibsons Community Building Society (GCBS)
Reports to	Operations Manager
Term	Regular Full-Time; 37.5 hrs/week
Wage	Individual Contributor Level II
Job Summary	Provides key administrative support for the senior leadership team, finance department, and Board members of the Gibsons Community Building Society (GCBS) and its registered charity, the Gibsons Marine Education Centre Society (GMECS)

BACKGROUND

The Gibsons Community Building Society is a not-for-profit society that operates the Gibsons Public Market and the Nicholas Sonntag Marine Education Centre.

Gibsons Public Market is a community project that inspires and supports economic activities in the region. The public market is a destination for Sunshine Coast residents and visitors where all are welcome to convene and learn, enjoy local food, fresh produce, art and entertainment. The public market provides space for community activities, gatherings, workshops, a marine education centre, a community kitchen, and a bistro.

The Nicholas Sonntag Marine Education Centre is a 30-tank “collect-and-release” aquarium located at the Gibsons Public Market. The aquarium is home to more than 200 creatures representing 70 species, all collected from the pristine waters of Howe Sound and Sechelt Inlet. The Centre is designed to showcase the mystery, wonder, and magic of the amazing undersea world at our doorstep, inviting visitors to discover how the ocean connects us to all of life and to each other.

JOB PURPOSE AND SUMMARY

Reporting to the Executive Director, the Operations Coordinator – Administration provides key support for the senior leadership team, finance department and Board members of the Gibsons Community Building Society (GCBS) and its registered charity, the Gibsons Marine Education Centre Society (GMECS). All staff uphold the organization's values of being community-centered, inclusive, accountable, respectful, collaborative and resourceful.

DUTIES AND RESPONSIBILITIES

1. Administration

- Confidential administrative support for Executive Director, senior staff, finance department, members of the Boards of Directors and Governors
- Schedule meetings and provide meeting support

- Prepare and send correspondence, including mass mailouts
- Maintain official records, including Board and government (CRA, BC Societies, etc.) documents
- Enter/update data in Little Green Light database and run reports, as required
- Support programs and events, as required
- Provide front desk/reception and opening/closing coverage, as required
- Order office supplies

2. Finance Administration

- Basic Accounts Payable - tasks include: receiving and preparing supplier invoices, responding to supplier inquiries, following up with outstanding contractors
- Basic Accounts Receivable - tasks include: invoicing, following up with customers, receiving, acknowledging, and reporting donations
- Process and report daily cash sales
- Reconcile petty cash
- Prepare regular bank deposits
- Other duties as required

QUALIFICATIONS & SKILLS

- Minimum Grade 12
- 1-2 years administrative experience, preferably in a non-profit environment
- Intermediate technology skills including a proficiency with Office 365, Adobe Suite, Google-Drive
- High comfort level with technology troubleshooting
- Exceptional interpersonal skills
- Excellent written and verbal communication skills
- Cash handling experience
- Attention to detail and solid problem-solving skills
- Ability to use tact and discretion, as well as good judgement
- Exceptional time management skills
- Ability to multitask, be adaptable and take initiative
- Equally comfortable working autonomously and as a member of a team
- Ability to work in a shared dynamic office space
- Fluent in both English and Math (because numbers are a language, too!)
- Basic bookkeeping experience - an asset
- Previous database management experience - an asset
- Sense of humour - definite asset