

OFFICE MANAGER (Maternity Leave)

Title:	Office Manager	Position Type:	Contract (maternity leave)
Organization:	pointA	Location:	Yonge and Sheppard, mostly remote during the pandemic
Start Date:	July 5, 2021	End Date:	August 31, 2022 (with possibility of extension to January 31, 2023)

About Us

pointA is a non-profit that envisions sustainable transportation options for everyone. Our goal is to connect people to the places they want to go. We aim to give people and businesses transportation options that benefit the environment, the economy, and the well-being of our communities. In collaboration with our funders, members, and partners, we facilitate transportation demand management (TDM) programs and advocate for sustainable transportation.

Our core activities include developing, launching, and monitoring TDM programs for medium- to large-sized organizations. We promote a menu of options for commuters, such as transit, ride-matching, shuttle buses, vanpooling, telecommuting, cycling, and walking.

You will:

- Be responsible for keeping pointA's day-to-day operations in perfect running condition
- Be responsible for knowing the organization's operational and administrative procedures inside out.
- Maintain team efficiency by planning and implementing effective administrative procedures
- Work closely with the Executive Director on board and committee activities including organizing logistics, recording minutes for meetings, preparing meeting packages, and planning the AGM
- Work closely with the Executive Director and our accountant to manage pointA's financial operations, including A/R, A/P, budgeting, and financial reporting
- Track funding opportunities and write grant applications
- Oversee IT infrastructure and assist with IT troubleshooting
- Provide administrative support (arrange meetings, prepare and send correspondence, develop mailing lists, file, take meeting minutes, arrange and prepare materials, order supplies, monitor expense report submissions).
- When required, assist the programs team at outreach events
- Participate in other time-sensitive projects, as may be agreed to from time to time, with the Executive Director.

You are:

- Interested in sustainable transportation and environmental impacts, preferably with experience in cycling advocacy and education
- Highly organized and adaptable with the ability to balance and prioritize multiple, competing responsibilities and deadlines
- Innovative and creative in problem solving and use of resources to maximize pointA's impact
- An experienced administrator with a strong background in finance, preferably in a non-profit setting
- Experienced in identifying and managing streamlined operational processes
- An excellent communicator who is able to display professionalism when working with a variety of stakeholders of diverse interests and backgrounds
- Experience or interest in governance processes and fulfilling secretariat responsibilities for pointA's board and committees.
- A capable writer with experience writing funding applications
- Willing and able to travel to sites within and around North Toronto and Vaughan areas (access to a personal vehicle is not necessary for this position as pointA regularly uses rental vehicles). (Note: All programming is currently virtual due to COVID-19 restrictions but there is an expectation to return to in-person programming where applicable post-pandemic.)

Bonus points for:

- CAN-BIKE Level 4 or instructor training
- Familiarity with QuickBooks Online and Microsoft SharePoint Online
- Class G drivers licence
- Experience living or working in north Toronto and/or Vaughan

What we offer:

- We are a small, passionate team where innovative thinking and creativity is valued. You'll have the opportunity to directly make an impact on the operations of the organization.
- An office located on the subway line. Our workspace is open and collaborative.
- Flexible hours and work arrangements.
- Competitive vacation and benefits package.

A note about COVID-19: Throughout the pandemic, pointA's team has almost exclusively worked remotely from home. This will be the arrangement for the foreseeable future, until public health measures have halted the spread of the virus. As the office manager, you may be required to travel to the office occasionally before the pandemic is over. In those instances, you will either be alone in the office or there will be one other person present, depending on COVID-19 best practices and guidance provided by Public Health Ontario.

Application Requirements:

Please address your cover letter to Dorinda So, Executive Director.

Please submit your cover letter and resumé to careers@pointa.ca no later than Sunday, May 30, 2021 by 11:59 PM EST, with the job title 'office manager' in the subject line of your email.

Applications sent to any other email address or in any other way will not be accepted.

Accessibility:

Currently staff work remotely from home during the pandemic. Post-pandemic, you will be working in a general office environment with sit/stand desks. Work hours will be scheduled between 8am-6pm, Monday through Friday, with flexible work hours and work from home policies in place.

pointA welcomes applications from persons of diverse backgrounds, including people with disabilities. If you require accommodations during the application process, you can contact Kelly Bray at kbray@pointa.ca or at [647-920-3751](tel:647-920-3751).

We thank all candidates for their interest. Only those selected for an interview will be contacted.