Job Posting: November/December 2018
Position: Administrator (part time)
Location: Victoria, BC
Start Date: Preferably Monday, December 17, 2018 for training

Contact: Please send cover letter and résumé to The Contemplative Society via email by 4:30 pm on November 29, 2018 at admin@contemplative.org. Subject heading should specify Administrator Job Position.

Salary: $22-$25/hour for 28 hours per week (negotiable depending on experience)
Following a 3-month probationary period, extended health is provided.

Paid Vacation: 12 days

Duties and responsibilities
- General office duties: respond to emails, phone calls, audio and book orders
- Online store: Maintain and update online audio store, working with PayPal and other add-ons
- Financial: pay bills, make deposits, record financial transactions in QuickBooks, review CRA requirements and respond as needed. Provide assistance in budgeting and developing financial reports.
- Website and social media: monitor and update using WordPress and social media platforms
- Statistics: track and compile reports as requested
- Retreats and other events: under the direction of the Planning and Event committees, take a key role in coordinating events and associated tasks including planning, executing and follow-up. This also requires working at TCS-sponsored retreats and events as requested (includes occasional evenings and weekends)
- Publicity: promote activities of TCS as well as related contemplative events via online platforms
- Membership: update records as necessary, ensure follow-up, send out renewal notifications and acknowledgement of donations
- Fundraising: work with the board to identify grant opportunities and assist in writing grant applications
- Board of Directors: work closely with the board and committees in a supportive role, carrying out instructions as required
- Teachers and Advisors: ensure that schedules of teachers and advisors are kept up-to-date on the web as requested by the board, screen emails as necessary, provide information to event organizers as requested
- Audio Ministry: communicate with audio coordinator, monitor CD stock/production supplies, upload MP3s, supervise and assist in production, packaging and shipping of CDs, acknowledge orders
• Networking: maintain links with other contemplative organizations, provide information to the public at TCS sponsored group events

Qualifications

Postsecondary education (degree or diploma) and minimum of two years administrative experience or equivalent combination of education and experience.

Skills and Experience:
• Ability to work collaboratively with a board and committees
• Ability to work independently, with little supervision, with competing priorities
• Excellent time management, interpersonal and conflict resolution skills
• Experience working with a not-for-profit organization
• Computer skills including experience in Word processing, Outlook, Excel spreadsheets. Experience or willingness to be trained in QuickBooks, WordPress, email marketing programs and other computer applications.
• Planning and coordinating events
• Following financial policies and procedures
• Drafting correspondence, responding to inquiries and requests
• Maintaining databases and filing systems

Knowledge of the Vision, Mission and Values of the Contemplative Society.

Preference will be given to candidates with a personal centering prayer, meditation or contemplative practice.