Job Title: **Office Manager and Project Coordinator**

Reports to: **Executive Director**

Overview:

Reporting to the General Manager, the Office Manager and Project Coordinator is expected to work collaboratively with the Community Futures Lesser Slave Lake Region Executive Director and staff to (1) oversee the day to day operations of Community Futures Lesser Slave Lake Region and (2) coordinate projects assigned by the executive director. Ideally, this is an entry level position with a tremendous potential for job growth and development. The position is for 35 hours per week.

Office Manager Key Functions and Duties

- Incorporate community awareness of Community Futures Lesser Slave Lake Region programs and services
- Support for Community Futures Lesser Slave Lake Region contracts and services
- Maintain a high level of community visibility through presentations, facilitations and attendance at community functions such as Chamber of Commerce events, etc. when requested by the Executive Director
- Represent Community Futures Lesser Slave Lake Region at trade shows and similar events
- Prepare marketing materials as required in partnership with the Executive Director
- Coordinate and manage office services to ensure the smooth running of the day to day work in the office
- Greet clients and determine appropriate referrals
- Open, sort and distribute incoming correspondence, including mail
- Assist in planning for committee, board, and other meetings
- Prepare invoices and other documents relating to accounts payable and receivables and ensuring smooth communication with our bookkeeper
- Oversee training and workshops offered by Community Futures Lesser Slave Lake Region from registrations, marketing, etc.
- Work in partnership with the Business Analyst on follow up and aftercare of loan clients
- Assist in the management of special projects and events by providing support and ensuring that all aspects of the project are dully attended to and completed on time
- Assist and support team members in completing the day to day programming needs
- Oversee client payments and statements monthly
- Oversee development of office procedures and training manuals for all positions

Project Coordinator Key Functions and Duties

The Project Coordinator will be responsible for overseeing the administration and coordination of projects for Community Futures Lesser Slave Lake Region. Projects will vary in scope and deliverables. Working in partnership with the Executive Director, the Office Manager and Projects Coordinator will be responsible for most of the coordination of the projects to ensure its successful delivery.

Other Requirements

- Maintain and establish confidentiality policies and adhere to privacy legislation
- Act as a resource for the Executive Durector as required
- Enter client information and statistics into Community Futures Lesser Slave Lake Region client management system (The Exceptional Assistant or TEA)
- Assist in the preparation and submission of monthly, quarterly and annual reporting requirements
- Attend and participate in staff, department and other appropriate meetings
- Assist with budget and operating plan projections

Requirements of the Ideal Candidate

- Strong analytical skills
- Excellent written and oral communication skills including the ability to make effective oral presentations
- Knowledge of marketing software and social media advertising
- Some experience in event and project planning is considered an asset
- Ability to understand and learn computer software programs
- Knowledge of Outlook, Word, Excel and Power Point
- Exceptional organizational skills including the abilities to manage time, multitask and prioritize
- Superior interpersonal skills including the ability to build strong relationships
- Strong customer service skills including a sense of urgency and commitment to cooperation
- Effective conflict management skills and problem solving when working with difficult people
- Good listening and interviewing skills
- Ability to represent the organization in a positive manner
- Highly motivated
- Valid driver's license as some travel may be required
- A positive attitude
- Ability to work independently but also in a team setting
- Shared workplace values such as fairness, honesty and integrity, flexibility, teamwork, communication, human relationships and innovation