



JOB / POSITION DESCRIPTION

POSITION TITLE:	Manager, Administration
REPORTS TO:	Abbeyfield President/Executive Director
CLASSIFICATION:	Part-time Term Contract
PERIOD:	Starting Autumn 2019
LOCATION:	Ottawa, Ontario
HOURS EXPECTED:	TBD 15 per week
SALARY:	TBD – current budget allocation annual \$25,000

Please submit CV in .pdf and a brief cover letter.

Closing: **Open Until Suitable Candidate Found**

We sincerely thank all candidates for their interest. Only those candidates selected for an interview will be contacted. No follow-up telephone or email queries, please.

Copy email: jp@abbeyfield.ca; jmcgalloway@gmail.com

You Might Be:

- A recently retired professional seeking an exciting new, long-term opportunity to make use of your life skills in the not-for-profit sector
- A dynamic, ambitious young social entrepreneur, team player, seeking a role where you can make a difference in the challenging and growing area of seniors housing
- A visionary, eager to invest their skills and energies in the unprecedented historical uniqueness of Canada's aging population.

Background

Abbeyfield Canada supports and promotes local community-based and volunteer-led Abbeyfield Societies to develop and manage local Abbeyfield Houses.

The Abbeyfield concept is simple. Twelve to fifteen residents, typically of retirement age, of low to moderate income, experiencing loneliness or imminent loneliness, choose to no longer live alone. They choose to become tenants of an Abbeyfield 'House,' where they have their own private, self-furnished bed-sitting rooms. Choosing to live in an Abbeyfield environment fosters companionships and friendships, a rewarding social lifestyle, and positively impacts residents' physical and mental well being. Abbeyfield residents share meals prepared by an employed cook. In some Abbeyfield Houses, a House Coordinator attends to the daily operations. The House is operated and managed by a local, not-for-profit charity. Board members are volunteers and from the same community. Each House is financially independent, and each Abbeyfield House is a member of Abbeyfield Canada and Abbeyfield International.

At present, there are 20 Abbeyfield Houses across Canada, with four situated in Ontario, and more than 800 Houses around the world. The global Abbeyfield community includes a dynamic membership including a broad range of age, ability, and identity.



In response to our aging demographic, Abbeyfield Canada is working to grow the number of Houses in Canada. To achieve our goals, we are working to partner with organizations, communities, and governments to address our unique, historically unparalleled situation. Significant areas of interest include ethnic, rural, and identify-specific seniors' communities and groups across Canada.

Position Summary

We are seeking an exceptional, dedicated individual, to facilitate the administration of a unique organization. This special individual will work with and report to the Abbeyfield Canada Board and the Executive Director. This person will be an integral team member in our collective response to the housing and quality-of-life demands of our aging demographic, working cooperatively across the spectrum of communities, governments, and organizational partners who share a similar mission.

The Administration Manager will work on a part-time basis in a dynamic and rapidly shifting, not-for-profit environment.

The main purpose of this position is to contribute to the successful development of the housing model, as described above, in Ontario and across Canada. The work environment is fast paced. Foundational skills in bookkeeping, correspondence, meeting and Board management, and public relations will be required. Experience with grant and budget management will be highly regarded. Successful delivery of these objectives will enhance Abbeyfield Canada's not-for-profit business capacity.

The impacts of this position include:

- a better quality of life for seniors on low to moderate income
- increased efficiency, effectiveness, and business capacity of Abbeyfield to satisfy its mission
- transparency and willingness of community, partner, and funder participation in Abbeyfield programming, and
- Abbeyfield's increased representation and presence among other Provincial, National, and International associations that seek to address the concerns of seniors, housing, and our aging demographic.

Specific Duties

Daily assistance in delivery of existing projects, including but not limited to:

- Office management
- Basic monthly bookkeeping
- Assistance with organization of meetings and travel arrangements
- Supporting research
- Maintenance of detailed project financial accounts and timelines
- Social media and website-related communications
- Assembly and production of project-related documents
- Support for Executive & Board provincial, national and international commitments
- Build administrative capacity for Abbeyfield (admin systems, legal, policy docs, bookkeeping, records keeping, contact lists, IT, management projects / programs)
- Contribute directly in the development and delivery of grant and other funding applications
- Pursue and maintain background research, trends, contacts in fields related to Abbeyfield mission
- Organizing and logistics for regularized projects and occasional ad-hoc Board related meetings
- Reporting as required to government agencies, including but not limited to Canada Revenue and Industry Canada



Key Contacts, Relationships

As a proactive, positive, public representative of Abbeyfield Canada, our Manager will support the Executive Director, Board, consultants, community partners, and government representatives as required.

Abbeyfield Responsibilities to the Program Manager

- Abbeyfield will provide leadership and supervision with explicit support on all skills required for the position, necessary computer and office supports, and, on occasion, volunteer professionals.

Qualifications

- Experience working in a dynamic and rapidly shifting not-for-profit environment
- Office reception, communications, partnership building and management
- Independent, self-starting, multi-tasking team worker
- Familiarity with and ability to support a social-enterprise business environment
- Flexibility in working schedule
- Basic bookkeeping, cash flow for projects, banking)
- Strong writing and communication skills, with capacity to assist in proposal writing and reporting and ability to develop and work with spreadsheets (Excel)
- Familiarity with maintaining websites and other digital platforms
- Minimum fluency English, ability in French

Preferred Experience/Qualifications

- Experience with creating various marketing communications tools
- Previous experience managing projects or programs, grant writing and reporting, fundraising
- Post-secondary degree
- Multilingual, experience with culturally diverse programs, including Indigenous communities, an asset

IT Required

- An ability to work across diverse software word processing platforms, including, spreadsheet, and presentation software, digital image and design
- Capacity to manage web-based applications (web site management, Facebook, google office etc.)

IT Preferred

- Working capacity QuickBooks (or similar accounting software)
- Working capacity MS Project Manager