



Office Manager

Reports to: Executive Director

Role: Full Time

Location: Charlottetown

Salary: \$47,500 annually with competitive benefits

Date Posted: May 11, 2022

Closing date: May 25, 2022

About the PEI Alliance for Mental Well-Being:

The PEI Alliance for Mental Well-Being is an independent, incorporated not-for-profit organization. It was created in 2021 as a response to community-informed recommendations to enhance resilience and make upstream investment a priority. The Alliance aims to ensure all people living in Prince Edward Island have an equal opportunity to achieve and maintain the best possible mental well-being throughout their lifetime.

The Alliance relies on the science of resilience and uses evidence-based research to guide its work across the province. This includes creating connections and facilitating conversations to break down silos and encourage the sharing of best practices and successful programming and initiatives.

The Alliance also provides funding to organizations and initiatives for upstream programs through its *Focusing Action for Positive Change* Grant Program.

About the Office Manager role:

Reporting to the Executive Director, the Office Manager is accountable for the effective management, planning and coordination of the overall administrative operation of the Alliance. The Manager is responsible for supporting the development and implementation of short and long-term strategic operational planning and associated operational policies and procedures.

Duties and Responsibilities

1) Financial Management

- Oversees the day-to-day financial operations of the Alliance
- Prepares budget documents and reports in collaboration with third party financial service providers; including financial forecasts/projections/scenarios, planning documents, etc.
- Develops and maintains a variety of benchmarks on key aspects of financial management, highlighting areas of concern with recommendations for corrective action
- Manages Alliance operating and overhead accounts; monitors account activity ensuring the accuracy and validity of transactions
- Directs and reviews the work of general and budgetary accounting functions for assets, liabilities, revenue, and expenses
- Authorizes purchases and leases for the full scope of the Alliance's supplies and equipment needs
- Manages discretionary budgets (including travel expense approvals, requests from staff for ad-hoc program expenditures, petty cash, etc.)

2) Human Resources Management

- Manages, organizes, maintains, and ensures the integrity and security of confidential records, including staff files
- Leads the development of standardized processes, guides, manuals, and resources for the organization
- Participates in the development and implementation of an effective human resources management plan, identifying opportunities for improvement and making recommendations to the Executive Director
- Ensures the organization's compliance with the Occupational Health and Safety Act, and all other jurisdictionally relevant workplace related legislation and policies
- Identifies the need for staff resources; leads and participates in hiring processes, makes recommendations regarding employee selection
- Assesses staff training and development needs, making recommendations to Executive Director, and ensures that employees receive training required to improve and sustain successful performance
- Plans, prioritizes, and manages the work of employees, providing strategic and tactical advice, guidance, and coaching
- Manages performance by establishing performance standards, reviews and evaluates performance and conducts formal performance reviews on an ongoing basis
- Investigates, addresses and resolves employee/labour relations issues, including disciplinary matters
- Makes decisions or effective recommendations on matters involving possible discipline, discharge and probationary termination

3) *Facilities Management*

- Provides advice to Alliance leadership with respect to all financial and operations matters as related to physical resources including facilities and space (allocation, changes, and improvements)
- Coordinates Alliance IT needs such as office computer systems, software, supporting documentation and procurement of related supplies
- Responsible for ensuring security of IT and physical infrastructure; establishes and maintains security and access protocols
- Serves as the primary liaison with external service providers (building maintenance, security, etc.)

4) *Internal Administrative Management*

- Support the administrative needs of the Executive Director, including but not limited to: Manage, plan, and maintain the Executive Director's schedule including prioritizing, rearranging, and deferring appointments and meetings; identify and raise potential priorities and conflicts to Executive Director
- Participate in the planning, development, and implementation of new administrative functions
- Act as first point of contact for the Alliance with the public, referring individuals and groups to other members of staff, as appropriate

Minimum Qualifications:

- University degree in Business Administration or other relevant field; accounting designation considered an asset
- Bilingualism is considered an asset
- Several years of progressively responsible management experience, including supervision of administrative staff, financial management, planning and project responsibilities
- Experience managing accounts and demonstrated competency with bookkeeping and accounting practices and in the use of associated software packages
- Knowledge of collective agreements and working in a unionized environment is an asset
- Consideration may be given to an equivalent combination of education and experience

Expected Competencies:

- Strong interpersonal and collaborative skills; capacity to be supportive as part of a larger team environment
- Demonstrates high degrees of tact, discretion, and good judgment
- Demonstrates a willingness to be flexible in an environment of change; able to balance competing priorities and demands
- Willingness to take initiative; ability to work independently, without close supervision
- Strong organizational skills; superior attention to detail and accuracy
- Demonstrates understanding of the Island context within which the Alliance operates

Application Process:

Please send the following documents, in the official language of your choice, to info@allianceformentalwellbeing.com

1. Resume
2. Cover letter describing how you meet the requirements

When submitting these documents, please save them with your first and last name in the title (such as “FirstnameLastnameResume” or “FirstnameLastnameCoverletter”).

