

At the Federation of Ontario Cottagers' Associations (FOCA), we believe in the power of individuals to shape a better future for Ontario's cottage country. Join a team where your passion for the environment and your drive to make a difference are celebrated. Be part of a community that values diversity, promotes learning, and fosters a culture of innovation. Together, we can preserve and enhance Ontario's natural beauty for generations to come.

We are currently seeking a Summer Student to fill the role of

ADMINISTRATIVE ASSISTANT

We are seeking an ambitious, honest, critical thinker with a curious mind who can adapt to a dynamic work environment while being a grounding force that keeps our daily operations balanced. If you are interested in joining a growing organization with a team culture and rewarding work, please forward your resume and cover letter to admin@foca.on.ca. This position involves work in the FOCA office in downtown Peterborough, Ontario.

FOCA is a non-profit membership organization representing over 525 lake, cottage, camp, and rural waterfront residents' associations, and the 250,000 families and voters that own waterfront property across Ontario. Waterfront property owners matter to rural Ontario, stewarding 15,000 km of shorelines and 50 hectares of privately-owned waterfront lands from Kenora to Kingston to Lake Erie to north of Temagami.

The successful candidate will provide support to staff in an administrative capacity and meet requirements of the Canada Summer Jobs program, funded by the Government of Canada, namely: be between 15 and 30 years of age, and legally entitled to work in Canada. (International students are not eligible.) This role offers a significant opportunity to have a positive impact on the organization. We are seeking a professional dedicated to providing top-notch services and building a diverse environment in which staff and members can thrive. The position includes engagement with various disciplines, including operations, administration, bookkeeping, events, and environmental stewardship.

Candidates who apply should demonstrate exceptional ability to 'get things done', commitment to service excellence, and be a pro-active thinker.

APPLICATION PROCESS:

Cover letters, including career aspirations and resumes will be accepted May 24, 2024, and should be sent confidentially to admin@foca.on.ca with the words "CSJ Application" in the Subject line.

Information provided by or about candidates for these positions will be used only for candidate selection. We thank each applicant for taking the time and effort to respond; however, only candidates to be interviewed will be contacted.

POSITION DESCRIPTION

Title: Administrative Assistant

Reports to: CEO

Location: 159 King Street, Peterborough, ON Flexible hybrid opportunity for discussion

Duration: 30 hours/week, 8-week contract with possibility of extension

Salary: \$17 per hour

Position Summary:

The Administrative Assistant will be principally responsible for data entry and administrative support to the staff team as well as content collection and creation for member communications. Maintains a positive and friendly company image by acting as a line of contact to members, online, and via telephone.

CORE COMPETENCIES

- Excellent organizational and writing skills with a keen eye to detail.
- Basic accounting background is preferred.
- Proficient in all Microsoft Office applications and relevant technology/CRM systems, knowledge of Sumac an asset.
- Strong business acumen.
- Post-secondary diploma in related field of Communications, Marketing, or Office Admin preferred.
- Minimum 2-5 years' experience in a customer service role or similar role.
- Excellent English verbal and written communications skills, with experience communicating effectively with others at all professional levels.
- A team player with the ability to work independently on projects.
- Ability to think creatively and take initiative.
- An environmental steward who is passionate about making a difference for our member communities.

GENERAL DUTIES AND KEY RESPONSIBILITIES:

- Assist with CRM data entry.
- Verify and update records; use CRM software as instructed to merge duplicates.
- Cross-check data between cloud software applications.
- Manage paper and electronic records.
- Digitize records.
- Update cloud-based files and folders.
- Continue building collaborative resources for member Q&As.
- Record print materials inventory.
- Contact municipalities for local information.
- Assist with strategies to strengthen and support rural lake and road associations.
- Develop updated contact lists from past records.
- Assist team in implementing stewardship campaign.
- Participate in weekly staff meetings.
- Provide administrative support to other staff to help with project implementation.
- Support membership with packaging and distribution of outreach materials.
- All other duties as assigned.