



### ***Office Administrator and Executive Assistant Job Description***

**Title:** Office Administrator and Executive Assistant

**Reports To:** Communications Director and Executive Director

**Location:** Toronto – hybrid

**Duration:** Full-time

#### **Overview:**

The Georgian Bay Land Trust is a registered charity dedicated to protecting wilderness lands along eastern Georgian Bay and the North Channel, through strategic conservation planning, land securement, stewardship, research, and education. The Land Trust currently protects 72 ecologically significant properties stretching from Port Severn to the North Channel, totaling 7,700 acres.

We are seeking a professional, personable, and detail-oriented person to join our staff as an Office Administrator and Executive Assistant. This individual will be the first point of contact for general inquiries at the organization, will be responsible for managing our donor database and ensuring all donations are processed and acknowledged accordingly, and will provide administrative support for all of the Land Trust's operations, including the work of the Executive Director. This is a hybrid position and will require 2 days per week of in-person work in Toronto.

#### **Key Responsibilities:**

- Serve as primary point of contact at office, including monitoring and responding to phone and email inquiries
- Provide administrative and office support for the Land Trust's staff and operations, including assistance to Executive Director
- Process and receipt all donations to the Land Trust, and answer donor inquiries around these topics
- Manage donor database, and provide reports to fundraising and bookkeeping staff
- Coordinate and prepare mailings to Land Trust supporters
- Provide administrative support for Land Trust events, and some in-person support as required
- Support other Land Trust activities as required

#### **Skills & Aptitudes:**

- Good organizational skills and attention to detail
- Ability to work independently and self-direct on a variety of tasks
- Comfortable using computer software including Microsoft Office Suite, Customer Relationship Management (CRM) software, G Suite, and others to perform tasks including database management, payment processing, reporting, and scheduling
- Good customer service skills
- Ability to work well in a small team environment

- Be familiar with and share the mission and objectives of the Georgian Bay Land Trust
- A connection to the eastern Georgian Bay area is an asset

***Anticipated start date:*** April 1, 2024 (flexible)

***Salary:*** \$50,000 with ability to progress

**We thank all applicants, however only those selected for an interview will be contacted.**

**Please forward your resume and cover letter in confidence by *FEBRUARY 9, 2024* to [hire@gbt.org](mailto:hire@gbt.org), with the subject Office Administrator Application.**