

## JOB / POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	<b>Manager, Administration</b>
<b>REPORTS TO:</b>	Abbeyfield Executive Director / Bronson Centre Hub Director
<b>CLASSIFICATION:</b>	Part-time Term Contract
<b>PERIOD:</b>	Starting Autumn 2019
<b>LOCATION:</b>	Ottawa, Ontario
<b>HOURS EXPECTED:</b>	TBD 15 per week
<b>SALARY:</b>	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](mailto:jp@abbeyfield.ca); [jmcgalloway@gmail.com](mailto: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 alternative housing, especially creative shared accommodation
- A visionary, eager to invest their skills and energies in the unprecedented historical uniqueness of Canada's aging population.
- You will understand that while you may not have all the qualifications described below, you are willing to join our team and do your best, learn along the way, and help us all to make a difference.

### **Background**

Abbeyfield Canada supports and promotes local community-based and volunteer-led Abbeyfield Societies to develop and manage local Abbeyfield Houses. Abbeyfield Canada finds its home at Bronson Centre and is an active partner in the Bronson Centre Hub.

The Abbeyfield shared accommodation concept is simple. Twelve to fifteen residents, typically of retirement age (or youth, multi-generational, or culturally unique), of low to moderate income, wishing to avoid loneliness and remain active in their communities, choose to no longer live alone. They have the courage to live in a unique, shared accommodation home environment. And pursue every opportunity to live more fully in community and society. They choose to become tenants of an Abbeyfield 'House,' where they have their own private, self-furnished bed-sitting rooms. Choosing to live in a shared accommodation environment fosters companionships and friendships, opportunities to continue working or volunteering, and positively impacts their physical and mental well being. In most Houses, 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 and Bronson Centre Hub are working to grow the number of Houses in Canada and find ways to integrate these Houses deeper into community. Together, we further partner with organizations, communities, and governments to address our unique, historically unparalleled ageing demographic. Significant areas of interest include exploring and supporting culturally diverse, rural, and identify-specific seniors' and even mixed age communities and groups across Canada who are interested in the shared accommodation housing model that Abbeyfield supports.

### **Position Summary**

We are seeking an exceptional, dedicated individual, to facilitate the administration of a unique organization as an active partner in Ottawa's unique and rapidly evolving creative community hub: Bronson Centre.

This special individual will be an integral team member in our Hub Team at Bronson Centre, supporting our collective response to the housing and quality-of-life demands of our aging demographic. The Hub is working collaboratively 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. We assume opportunities for growth and can flex with the needs of the candidate.

The main purpose of this position is to contribute to the successful development of the shared accommodation housing model, as described above, in Ottawa, 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 both the Bronson Hub's and Abbeyfield Canada's not-for-profit business capacity.

The impacts of this position include:

- opportunities to live affordably and a better quality of life for people on low to moderate incomes
- increased efficiency, effectiveness, and business capacity of Abbeyfield to satisfy its mission
- integration of housing as a value proposition in the Bronson Centre Hub
- transparency and willingness of community, partner, and funder participation all activities related to the partners' missions, and
- Abbeyfield's and Bronson Centre's increased representation and presence among other Provincial, National, and International associations that seek to address the concerns of our ageing demographic, housing, and everyone's full participation and contribution to their communities and society at large.

### **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 and Bronson Centre Hub (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 and Bronson Centre Hub, our Manager will support the Hub Team, Executive Director, Board, consultants, community partners, and government representatives as required.

### **Abbeyfield and Hub Responsibilities to the Program Manager**

- We 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**

Willingness to learn and grow with our organizations and Team.

Plus:

- 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 or third language desired (e.g. Spanish, Cantonese)

### **Preferred Experience/Qualifications**

- Experience with creating various marketing communications tools
- Previous experience supporting projects or programs, grant writing and reporting, fundraising
- Housing in the cooperative sector, affordable housing, long term care, volunteering, rural background, immigration
- Multilingual, Indigenous, experience with culturally diverse communities

### **IT Required**

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

### **IT Preferred**

- Working capacity MS Project Manager