



Job posting: Operations Manager

The Ontario Environment Industry Association (ONEIA) is looking for a part-time Operations Manager to work on a contract basis at its office in downtown Toronto.

About ONEIA

Founded in 1991, ONEIA is a dynamic association that represents the interests of Ontario's environment and cleantech industry. ONEIA's membership includes product, technology and service companies that solve some of Ontario's most pressing environmental problems.

The position

Reporting to the organization's Executive Director, the Operations Manager will perform the following duties:

- **ADMINISTRATION:** The candidate will be responsible for all administrative processes of the organization, including but not limited to a) issuing and tracking annual member renewal invoices and ensuring prompt collection; b) maintaining the membership list; c) answering and tracking all general calls and e-mails to the organization
- **EVENT PLANNING AND SUPPORT:** The candidate will support the Association's regular events and provide on-the-ground support at them. This will include the annual Environment and Cleantech Business and Policy Forum, its Environment Industry Day lobbying event at the Ontario Legislature, its annual golf and curling networking events and its regular breakfasts that feature political and technical speakers. This support will include setting up the registration site, sourcing and booking venues, confirming details with speakers and – in the case of the larger events – liaising with the contracted event planner and organizing committee;
- **SUPPORTING THE BOARD AND COMMITTEES:** The candidate will provide administrative support to the quarterly ONEIA board meetings and regular committee meetings, including helping schedule and promote them and then attending those meetings, as required, to take minutes and distribute them in a timely fashion;
- **FINANCIAL MANAGEMENT:** The candidate will ensure prompt depositing of cheques received in the office, coordinating with the organization's external bookkeeper, overseeing regular cheque runs and payments to suppliers; distributing monthly and annual financial reports received from the bookkeeper, working with the Executive Director on the organization's annual budget, and tracking outstanding Accounts Receivable, including sponsorships, memberships and other amounts owing.

- **SOCIAL MEDIA AND COMMUNICATION:** The candidate will regularly research and upload a Hootsuite account with tweets and postings to populate the Association's social media platforms. In addition, she/he will use Mailchimp and Eventbrite to schedule and market ONEIA events.
- **OTHER DUTIES:** The candidate may be called upon to perform other, related duties, as required.

Candidate skills:

The ideal candidate will have the following attributes:

- Experience in an administrative office environment, preferably in a nonprofit or member-driven association, is an asset;
- Good organizational and time management skills and the ability to work independently, with minimal supervision;
- Solid computer skills, including with MS Office, Outlook, web event systems (e.g. Eventbrite), web surveying systems (e.g. Survey Monkey), and mass-mailing systems (Mailchimp);
- A proven ability to take accurate minutes and/or task lists from meetings;
- The ability to set up and manage Excel spreadsheets to track different types of database records;
- Good time management and ability to work with diverse groups of people
- A good work ethic and a responsible, responsive, open orientation towards clients;
- Previous work in a scientific or technical field related to the environment is a bonus, but not essential; and,
- Ability to write well in the English language is essential.

While we welcome applicants at all stages of their careers, this position ideally suits someone with a professional orientation who is comfortable working in a self-directed environment.

Scheduling, location and remuneration

The position will offer up to 30 hours of work per week of work at ONEIA's office at the Centre for Social Innovation in downtown Toronto. We have considerable flexibility to schedule the hours of work according to the successful candidate's availability, their commitment to other projects, and ONEIA's needs.

Engagement will be on a contract basis, paying \$25-\$27 per hour to start.

To apply ...

Please e-mail a resume and cover letter, in PDF or MS Word format, to info@oneia.ca, prior to 12:00 PM on June 26, 2017. No telephone calls, please.