

Saskatchewan Water and Wastewater Association- Office Manager

Position	Office Manager
Position Level	Contract
Reporting Relationship	President of the Board of Directors, and is responsible to the Board of Directors
Work Location	Work from home except for Annual Conference, Board Meetings, Networking Events

1. PURPOSE OF POSITION

This position is often the first point of contact for the Saskatchewan Water & Wastewater Association. It is primarily responsible for the Association's business related to providing a high level of customer service to the membership, consultants, contractors and the public. The day-to-day duties of this position may include processing registrations for the annual conference, membership inquiries, data entry, communication via telephone, and/or e-mail, word processing as well as records management, financial bookkeeping including budget, invoicing, and accounts receivable. The detailed duties of this position include but are not limited to working with the SWWA Board of Directors to provide the following;

2. KEY RESPONSIBILITIES

- Assist the Board of Directors in its responsibilities for the governance of the organization – establishing vision, mission, objectives and policies for the operation of the organization.
- Participate in policy development and strategic planning in the growth of the organization.
- Oversee the management of the organization and its staff and volunteers.
- Coordinate and provide leadership to all the committees, volunteers and staff.
- Participate actively in the fundraising and the financial management of the organization.
- Maintain the SWWA website and social media and identify opportunities to promote our organization
- Ensure events are properly marketed and branding standards are upheld.
- Manage flow of content from association to digital platforms
- Experience with Facebook, LinkedIn and social media platforms required.
- Bring new innovative ideas to association to continue to improve our association for our members.

2.1. Visioning and Strategic Planning

- Participate in the creation of an organizational vision.
- Play a lead role in developing strategic and tactical plan.

2.2. Organizational and People Leadership

- Manage the day-to-day operations of the organization in order to reach the business and service visions of the organization and its members.
- Develop programs and services that work towards the vision, within the policy guidelines set by the Board.
- Communicate Board policy decisions.
- Set clear results-oriented goals with realistic and measurable outcomes.
- Support Board committees, task forces and operating committees as needed.
- Support the planning of the annual conference.

2.3. Advocacy Management

- Participate in networking and industry relations activities on behalf of the organization.
- Act as an advocate for the organization and its programs in the industry.
- Work with key external stakeholder groups.

3. SKILLS, KNOWLEDGE AND ABILITIES:

- Minimum of 5 years progressively more responsible experience in managing and leading a diverse group of committee work in a not-for-profit environment, including working with a volunteer Board of Directors is a necessity.
- Strong organizational skills, communication skills and positive attitude.

SWWA Office Manager Job Description

- Excellent reputation as a leader in their profession and/or industry; recognized as a “bridge builder”.
- Experience in leading not for profit organizations through positive change and transition.
- Excellent communication skills: both oral and written, including negotiation skills,
- Superior interpersonal skills with the ability to deal effectively at all levels, applying mature judgment and exercising tact, discretion and diplomacy with others.
- Ability to balance long-term objectives and activities with day-to-day operations and pressures.
- Tenacity to deal with confidential and highly sensitive issues and interact with people at all levels within the organization/government/public & clients.
- Strong computer knowledge that support electronic information management.
- Knowledge of federal legislation affecting charities and not for profits.
- Post-secondary education.
- A minimum of two years of related experience
- Experience in Microsoft Office products.
- Knowledge of QuickBooks online
- Experienced in communications in various mediums (social media, web, newsletter, email)

How to Apply

Email board@swwa.ca

Deadline Open until filled

We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted.