



Job announcement: Administrative Coordinator

Coyote Programs started in 2016 and offers a variety of nature connection programs in the Montreal area.

We are a budding business. We have chosen to grow slowly and strategically, focusing on quality programming and staff development, and establishing and nourishing meaningful partnerships and collaborations. We have now grown enough to require an Administrative Coordinator.

A bit about Coyote Programs:

Vision

A world of authentic leaders, regenerative stewardship, and peaceful reciprocity.

Mission

To facilitate outdoor experiences, guided by mentors, that foster respect, peace, awareness and resilience in people. We aim to nourish the individual gifts and leadership skills of participants. We use survival skills and naturalist studies to cultivate understanding, appreciation and reciprocal action with the wilderness.

What it looks like

We offer bilingual year-round youth programs in wild places in the Montreal area. We offer complementary family programs and adult trainings to build the community experience and expertise of motivated families, teachers and wilderness enthusiasts. Our activities include: games, stories, songs, challenges, crafts, missions and wanders. Small group size, long-term programs, for a big impact!

Duties and Responsibilities

Finances and Bookkeeping

- Receive payments and manage accounts receivable
- Pay invoices and bills, and manage accounts payable
- Payroll processing and year-end reports
- Reconcile accounts monthly

Administrative Assistance

- Support registration process
- Website maintenance and updates

- Prepare field paperwork for staff
- Manage records filing, organization and storage
- Support set-up of a new registration system
- Provide other administrative support, as needed

Experience and skills

- Working knowledge of Word and Excel
- Experience with basic bookkeeping
- Bilingual: French, English
- Comfortable responding to emails and other correspondences
- Ability to provide kind and clear customer service
- Organized, detail-oriented, and able to manage deadlines
- Independent worker who can juggle and prioritize multiple tasks
- Ability to ask for help when needed
- Ability to work gracefully under pressure, and comfortable with ambiguity
- Ability to manage confidential information
- Experience with Wordpress an asset
- Experience working for an outdoor education and / or youth organization an asset

Hours

15h per week + a 2-day team retreat in May. Two weeks off in August. Ideally at least 1 in-person meeting with the Programs Director per week. Mid December to Mid January is off.

Compensation

18\$ per hour

Commitment: Job starts May 1st or May 6th, 2019. Ideally the candidate will work until at least October 2020. If they choose to leave prior to that date, it is our hope that they will support the fall 2019 season and provide training for the next Administrative Coordinator.

Send cover letter, CV and three references to programmescoyote@gmail.com

Applications due by: April 5th 2019

We will respond to potential applicants by: April 8th, 2019

*** Important notes**

Since there is not yet a company computer, the administrative coordinator will be expected to work from their own computer. Digital files will be managed using online file-sharing applications such as Google Drive and Dropbox.

Also: Since we are a small yet growing business, if sign-ups continue to fill and our new programs run successfully, it is likely that administrative hours would increase as well, if the applicant is interested and available.