

The Hellenic Society of Calgary is in need of a part-time (20 hours/wk, 4 hours/day) office manager who will be responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The position reports directly to the President of the Hellenic Society. Payment will be commensurate with experience.

RESPONSIBILITIES

1. Maintain office services

- Design and implement office policies
- Organize office operations and procedures
- Control correspondences
- Review and approve supply requisitions
- Liaise with internal and external agencies, organizations, individuals, and groups as well as business vendors
- Update organizational memberships and all fees associated with church or hall rental
- Maintain office equipment

2. Maintain office and financial records

- Handle all day-to-day financial operations, including income, pay-outs and monthly reconciliation of finances of the Society and Community
- Design filing systems and ensure filing systems are maintained and up to date
- Define procedures for record retention
- Ensure protection and security of files and records
- Maintain and replenish supplies and equipment

3. Maintain positive internal and external community relationships and generate awareness of the Society, its programs and facilities

- Create and maintain membership database
- Ensure membership communication is timely and accurate, especially around general meetings
- Update website
- Control bookings and promote the Society Hall, in partnership with building manager
- Generate new business opportunities for the Society, internally and externally
- Prepare presentations and reports as needed
- Investigate and prepare grant applications as needed
- Liaise with and provide support to all internal groups, including but not limited to, Greek School, Festival Committee, Niata, Youth Projects, Special Projects, Church, and Facilities.

4. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Knowledge of office administration and relevant computer programs, including Simply Accounting or Quickbooks, Microsoft Word, Excel, and Powerpoint, as well as email
- Ability to maintain a high level of accuracy in preparing and entering information

Skills

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
- Team building skills
- Analytical and problem solving skills
- Effective verbal, listening and written communications skills in Greek and English
- Attention to detail and high level of accuracy
- Very effective organizational skills

Personal Attributes

The incumbent must maintain strict confidentiality in performing the duties of the Office Manager. The incumbent must also demonstrate the following personal attributes:

- Be honest and trustworthy
- Be respectful and discreet
- Possess cultural awareness and sensitivity
- Maintain a professional demeanor at all times

All interested applicants are asked to forward their resumes to The Hellenic Society of Calgary, 1 Tamarac Cr SW T3C 3B7 or email administration@calgaryhellenic.com before August 31, 2009.