



April 2018
Joint Stewardship Board
Office Manager

JSB is seeking a part-time Office Manager for the Joint Stewardship Board office. The Office Manager will be responsible for the following, working under the Supervision of the JSB Coordinator:

- Maintain all JSB correspondence and addressing Internet requests to ensure a timely response to all matters.
- Assist in the preparation, approval process and monitoring of JSB expenditures.
- Order all supplies, materials, and services associated with running the office and implementing JSB programs.
- Prepare and maintain contracts for all JSB consultants, advisors and interpreters to ensure that all contracts are faithfully executed.
- Answer all telephone messages and ensure that the matters are addressed in a timely fashion.
- Arrange all monthly meetings with the JSB, as well as meeting with HDI as required. Notify all attendees for such meetings and prepare hard copies and digital copies of all materials distributed at such meetings.
- Record the decisions of the JSB at monthly meetings, distribute such minutes to the members.
- Assist in the preparation, printing and distribution of JSB reports.
- Maintain JSB website.
- Ensure that all JSB bills are delivered to HDI for payment in a timely fashion, keeping an appropriate log of such.
- Attend meetings to represent JSB as assigned from time to time.
- Ensure that all office equipment is properly maintained and serviced as needed.
- Organize and maintain office files of past and current programs.

The Office Manager position is up to 20 hours per week.

Qualifications:

- General office or program management experience is required.
- Basic computer skills required for use of Apple computer.
- Computer design skills an asset.
- Ability to speak a Haudenosaunee language, and network with other language speakers an asset.
- Training in JSB website will be provided.

Rate of pay is \$25.00 per hour. There are no benefits attached to this position.

Those interested should send your covering letter and resume to the attention of:

Rick Hill, JSB Coordinator
P.O. Box 714 Ohsweken Ontario, N0A 1M0

Or drop your resume and covering letter off at the HCCC Administration in a sealed envelope to the attention of Rick Hill

This position will be open until 4:00 p.m. on Wednesday, April 25, 2018

