



SWCC IS HIRING: Office and Systems Manager

ABOUT SWCC: we are a passionate, non-profit organization founded in 2004 by a diverse group of local yokels from the upper Skeena region of the Skeena River watershed in British Columbia, Canada. Our mission is "to cultivate a sustainable future from a sustainable environment rooted in our culture and a thriving wild salmon ecosystem in the Skeena watershed."

Through collaboration with Indigenous communities, local residents, and various stakeholders, SWCC strives to protect the Skeena Watershed's environmental, economic and cultural health for present and future generations.

SWCC has been recognized as one of the top ten innovative and effective leaders in Canada not once, but twice! We do this with environmental advocacy, community building events and projects that bring our watershed together and finally, we work on solutions to help maintain, restore or remediate cultural and ecosystem integrity. These solutions include community economic development projects, sustainable food systems and using nature-based solutions to deal with toxic legacies left behind by natural and manmade disasters/mismanagement.

The Job: SWCC is looking for an Office and Systems Manager to work in Hazelton to provide administration support for our fun and skilled group of raft guides, scientists, community partners and wonderful trouble makers. We are looking for a welcoming and organized person who can methodically maintain our office and admin systems.

Our culture is rooted in our love for place and care for each other. We have a lot of fun and things can get a bit silly around here, but we are dead serious about long term stewardship of the Skeena watershed and the work that we do.

Reporting to the Director of Program Execution, the Office and Systems Manager will be responsible for ensuring day-to-day integrity of SWCC's overall office functionality and administration. The ideal candidate will have 2-3+ years of administration, preferably as a receptionist, executive assistant or similar office management type capacity, as well as a desire to learn and help others in the team wherever necessary.

KEY Responsibilities:

- Provide receptionist functions by performing duties including, but not limited to, managing the day-to-day office logistics, handling and greeting visitors in a professional manner and processing telephone calls;
- Assist in sending and receiving mail, couriers and deliveries, including filing and distributing received files;
- Maintain e-records and information management, compensation methods, transportation, office supplies & maintenance, procurement, food services, risk management (ensuring we have WorkSafe, etc), and other office support services.

- Maintain all office bookkeeping, accounts and contracts including, but not limited to, utilities, IT functions, vehicles, phone contracts, etc.;
- Ensure the office remains well maintained and in good repair
- Work with our remote operations team on payroll, maintaining financial records, project based budgets and financial management;
- Assist with registration and correspondence with SWCC program participants;
- Support the integrity of the hard and digital filing systems of the organization;
- Assist the coordination of administrative projects such as office works, project specific filing demands, and other ad hoc needs;
- General administrative tasks as requested (telephone, scan, email, etc.)
- Team player and able to work in a group environment;
- Maintain our insurance (liability insurance, director's insurance, etc);
- Participate in campfire meetings at least once per year;

Office Administration

- Assist in the maintenance and management of operations for all office administration functions;
- Clerical and administrative functions such as drafting correspondence, scheduling appointments and travel,
- Support the development and maintenance of sales for SWCC inventory
- Support the administrative tasks related to establishing SWCC's new office space

Human Resources

- Maintain and update Staff Human resources files and provide the most up to date relevant tax forms when we hire new employees
- Support staff to be up to date and inline with all systems including data management, tracking hours, staff policies, recycling, office etiquette, etc.

Requirements

Minimum 2-3 years experience working in office management or administration

Previous experience as a receptionist, bookkeeping, executive assistant or office support

Proficiency with Microsoft Office applications and Mac operating systems is required

Strong desire to learn with the ability to be accountable for your own work;

Able to be self driven, fast learner, organised, professional, and able to collaborate with others.

Must love dogs

Job Type: Full-time

Salary Range: \$65,000 - \$85,000 dependent on experience

Benefits: SWCC covers 100% of extended medical and dental health benefits

Paid Holidays: Two weeks annually + extended Christmas break (about 2 weeks)

Schedule: 32-40 hours per week Monday-Thursday

Location: Must be available to work Monday to Thursday in our Hazelton office. (On second floor, stair access only)

Application Deadline: March 24, 2025

Anticipated Start Date: April 8, 2025