



## **Administration Manager at The Salt Spring Centre of Yoga**

12-month contract with a possibility of extension.

*The Administration Manager will be working alongside people who are committed to exploring community, spiritual practice, and selfless service. Many people experience transformation while being a part of the pristine Centre land nestled in the heart of Salt Spring Island. There are elders around the land who have wisdom to share and overall, we strive to have a peaceful work environment where you are supported to bring your best and whole self. To learn more about us, please visit our website at <https://www.saltspringcentre.com/>.*

### **Key Responsibilities**

#### Office Management

- Establishes, maintains, and continuously improves administrative systems, standards, policies and procedures for the operation of the administrative area;
- Streamlines administration through software; oversee IT needs, upgrades and contracts; • Provides support to the Executive Director, Board of Directors and Society Committees, when needed;
- Prepares, negotiates, and authorizes administrative contracts on behalf of Centre (IT, HR, Finance, etc.);
- Assists program staff with rental and teacher contracts and documentation; • Develops and implements accurate systems to track expenses, such as inventory systems for the kitchen and Jai Store;
- Manages sufficient inventory of supplies for Office and Jai Store;
- Assists with responding to general email, telephone or in person inquires.

#### HR Administration

- Assists with the recruiting process and keep personnel records organized;
- Provides orientation, training, mentorship and performance management of new administrative staff and volunteers;
- Assists with staff and consultant time tracking and time off requests;
- Updates/develops HR policies and agreement templates, with support;
- Assists the leadership team with developing a staffing plan;
- Updates and maintains Centre employment policies and procedures.

#### Financial Coordination

- Organizes the filing of administrative financial records;
- Compiles financial submissions for bookkeeper and ensure adherence to coding; • In conjunction with accounting and the management team, sets budgets, monitors spending, and processes expenses;
- Works closely with the Executive Director to supervise and guide bookkeeping activities.



#### Health and Safety

- Works with Operations Manager (OM) to ensure proper policies, protocols and processes for ensuring occupational health and safety;
- Oversees health and safety messaging and communication as it pertains to COVID-19 and communicable diseases protocol in British Columbia;
- Assists with ensuring our facilities and practices are health and safety compliant.

#### Leadership

- Actively contributes to a positive, inspiring and balanced work environment for all paid staff and volunteers;
- Recruits, develops, and manages performance for staff and volunteers relating to program delivery and marketing;
- In conjunction with the leadership plans recognition activities and retention incentives; • Communicates effectively on a regular basis with all staff and volunteers.

#### General Centre Care and Stewardship

- All staff share responsibility for dishwashing and cleaning during high times • All staff participate in work parties that provide overall care for the Centre seasonally • All staff are expected to invest in the Centre's general care – we prioritize providing a positive guest and community experience in the spirit of yoga

#### Education and Experience

- A post-secondary degree or equivalent combination of training, experience and education; • 5 years' experience in a related area/s (adult programs, yoga, wellness, ecotourism, education); • Minimum 2 years' experience in a management or leadership role
- Experience with Guru and Humi considered an asset;
- Demonstrated understanding of how to manage a busy, demanding administrative role

#### Skills and Attributes

- Proven experience in handling a wide range of administrative and office management related tasks;
- Diverse computer skills, including a high level of knowledge of Microsoft Office; experience with Retreat ;
- Strong organizational and planning, problem solving, prioritization, and time management skills; • Strong ability to balance seeing the 'big picture' with paying attention to the details • Highly adaptable and can excel in ambiguity;
- Excellent written and verbal communication skills;
- Highly relational and collaborative; ability to work with long term community members, staff, volunteers and Board of Directors;
- Strong leadership skills; including the ability to inspire, motivate, and coach staff and volunteers; •

Financial management skills, including budget preparation, analysis, decision making, and reporting considered an asset;

- Bookkeeping knowledge or experience would be an asset

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- Knowledge of human resources management practices and procedures considered an asset; • Interest in one or more: self-development, yoga, spiritual practices;
- Legally able to work in Canada.

### **Job Details**

- 37.5 hours a week, seasonal in nature and long hours in excess of 37.5 hours may be required during peak times;
- Three-month probationary period applies;
- In-person at the Salt Spring Centre of Yoga office;
- \$45,000 - \$55,000 annually, commensurate with experience;
- In accordance with Section 34 (f) of the Employment Standards Regulation (BC), this position is exempt from overtime compensation required under Section 40 of the Employment Standards Act. The base salary for this position includes compensation for all hours worked. • 10 paid vacation days, annually;
- 10 paid sick/flex days, annually (available after 3 month's probation)
- Access to weekly classes.

### **Residential Position Available**

If you are interested in joining our multigenerational residential community, please indicate this in your application. We have limited spaces available for those looking to live onsite in the yoga community. Those who join our residential community are asked to: commit to engaging with others in a positive way, keep a clean and sober environment (no alcohol or drugs on the property), and abide by the lacto vegetarian guidelines while on property. More details about our residential agreements can be provided during the interview at your request.

To apply, please your application documents to [hr@saltspringcentre.com](mailto:hr@saltspringcentre.com) by 4:30pm Friday January 14, 2022.

