



Port Alberni Branch

**Do you want to make a difference through your work?**

**Do you believe that each member of a community deserves support, inclusion, empowerment, compassion, responsibility, respect and social justice?**

At **Canadian Mental Health Association (CMHA)** in Port Alberni, we know that we make a difference in our community. Here are just some of those impacts:

<https://www.alberniavalleynews.com/community/port-alberni-to-hold-lantern-walk-for-suicide-awareness/>

<https://www.facebook.com/CMHAPA/posts/3504088119607173>

CMHA Port Alberni is looking for an **Administration Manager** to join our leadership team. This position will provide a full range of services for our organization including financial duties, HR, and some program supervision. This is perfect for a person with management level office skills who also enjoys variety in their work, and wants to make a difference in our community.

If you enjoy variety in your work, and want to make a difference in our community, this job may be just the right fit. See below for a full job description.

Founded in 1918, the Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health, CMHA promotes the mental health of all and supports the resilience and recovery of people experiencing mental illness.

The Canadian Mental Health Association – Port Alberni Branch is dedicated to providing programs and services that foster individual growth and promote mental wellness, leading to the development of strong families and a healthy community.

**At the Canadian Mental Health Association Port Alberni, we don't just accept difference, we celebrate it. We are committed to creating an inclusive environment for all employees.**

## ADMINISTRATION MANAGER – Job Description

### Job Summary

Reporting to the Executive Director, the **Administration Manager** is responsible to provide effective oversight of administration, human resources, and financial systems of CMHA programs and services.

### Duties and Responsibilities

#### Operational planning and management:

- Work alongside the external bookkeeping contractor to oversee and direct the financial management of all CMHA-PA operations
- Develop adequate work procedures and ensure that standards are maintained, transactions are accurate, and deadlines are met.
- Provide input on financial policies and operational requirements to the Executive Director.

#### Leadership:

- Implements the nation-wide strategic plan as well as ensures the programs align with of CMHA-PA's local strategic plan.
- Works with the Executive Director to ensure ongoing accreditation with Imagine Canada through policy and practice review and development.
- Fosters a strong, safe, and inclusive workplace culture that supports all staff to live by shared values
- Participates in executive level planning, problem solving, and risk mitigation.

#### Supervisory:

- Day to day supervision of the Clean Team Coordinator as well as supervision of all other CMHA-PA Program Coordinators when the direct leader is unavailable.
- Supports all staff by providing training, feedback and evaluation of program financial functions
- Determine staffing requirements for program delivery, implementing practices as dictated by the Association's Policies and Procedures, as well as the collective agreement.
- Oversees the seniority list and all other reporting requirements as per the collective agreement
- Ensure confidential employee files are complete and consistent, including hiring and termination paperwork as required
- Attends and represents the agency at meetings with union officials as required
- Recruitment, hiring, coaching, discipline, and termination of employees as required.

#### Financial planning, accounting, and management:

- Analyzes funding and grant contracts to ensure complete and accurate implementation of systems and processes to accommodate new or added programs and services
- Monitors comprehensive budgets and oversees the financial management of all operations.
- Prepares periodic external reports in compliance with funder and /or statutory requirements.
- Oversees timesheets, travel allowances, and accuracy of bi weekly payroll submissions to the bookkeeping firm

- Provides support in the preparation of ad hoc financial reports and budgets for proposals, including projections, forecasts, analyses.
- Oversees the insurance requirements of the agency, providing recommendations to ensure competitive rates and conditions.

### **Position Qualifications and Experience:**

- University education in administration, finances, or related field.
- A minimum of 5 years in a progressive senior leadership role in administration or finance, experience in a leadership role in a unionized environment
- Experience with service delivery in mental health and addictions, grant writing, fundraising, finance systems
- Knowledge of leadership and management principles as they relate to non-profit Associations
- Knowledge of current community challenges and opportunities relating to the mission of the Association
- Awareness and working practice of trauma informed care, cultural sensitivity, gender identity issues, harm reduction, collaboration, inclusion, member focused, best practices
- Excellent communication skills, with the ability to speak, listen and write effectively
- Knowledge of current, relevant office administration and financial systems
- Proven ability to establish and maintain successful partnerships within the community.
- Physical ability to carry out the duties of the position

### **Personal Attributes:**

- **Adaptable:** Demonstrated willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Integrity:** Demonstrated understanding of ethical behaviour and business practices, while holding yourself to the highest ethical standards that aligns with the values of the Association.
- **Collaborative:** Proven ability to establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the Association. Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance Association effectiveness.
- **Strategic:** Demonstrated ability to think strategically and solve problems based on the trends and conditions of the environment, and the visions and values of the Association. Develop new and unique ways to improve operations of the Association and to create new opportunities. Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the Association.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques. Positively influence others to achieve results that are in the best interest of the Association.
- **Service-Oriented:** Anticipate, understand, and respond to the needs of clients to meet or exceed their expectations within the Association parameters.

### **Working Conditions**

- The position is located at 3178 – 2<sup>nd</sup> Avenue, Port Alberni BC
- The regular work week consists of 30 hours with normal office hours between 10:00 and 4:00
- This is an excluded, management position and is not subject to regular overtime policies. Work is performed based on the demands of the job, which may include weekends and evenings.
- Some travel may be required.

## **Direct Reports**

- Clean Team Coordinator
- Volunteers
- Practicum Students

## **Indirect Reports**

- Clubhouse Generalists
- Peer Support Workers
- Advocate
- Volunteers
- Practicum Students
- Frozen Meals Coordinator
- Housing Program Coordinators
- Outreach Workers

**COMMENCEMENT DATE:**      asap

**PLEASE SUBMIT RESUME and COVER LETTER TO:**

**KATRINA KIEFER, EXECUTIVE DIRECTOR**  
**katrina.kiefer@cmha.bc.ca**  
**CMHA-PA 3178 2<sup>nd</sup> AVENUE**  
**PORT ALBERNI, B.C.**  
**V9Y 4C3**