



**Job title:** Administrative Officer  
**Reporting To:** CEO, with dotted line to Director of Development and Director of Program.  
**Office Location:** Calgary, AB  
**Job Type:** Full-time  
**Travel:** Potential for up to 10 days per year  
**Benefits:** Medical, Dental and Life Insurance

OneBook is transforming communities through language development, Bible translation, mother-tongue literacy initiatives, and functional literacy programs. Our projects are rooted in the fundamental belief that wherever possible, local people serving in their own country, among their own people, are best suited to implement projects. Local people are empowered, equipped, and encouraged; relational partnerships are forged with local institutions such as churches and schools, and local culture is respected and preserved. This is followed by a two-pronged effort to empower the people group to be able to read and write in their own “mother tongue” or “heart language”, and to translate the Bible into their own language, thereby strengthening the local church.

OneBook works in 9 of the world’s poorest countries with nationally led and staffed Bible translation and literacy organizations. We presently raise \$2 million to fund and facilitate 50 translation and literacy projects involving indigenous languages.

**Position Summary:**

The Administrative Officer is responsible for executive support for the CEO, HR administration, administration of the office facility and support for the Development, Communications and Program teams.

Ultimately, this person in this position will be able to identify and address the needs of the CEO, office and staff, and perform administrative tasks to ensure OneBook’s workflow runs smoothly.

**Primary Job Functions:**

- Administration for CEO (70%) – Provide administrative support to the CEO. Manage the office, HR administration, help prepare for and coordinate meetings for staff and board, general administrative support, assist accountant with accounts receivable, bank deposits, eTapestry support.
  
- Development, Communications and Program Support (30%) - Provide Development team support, tracking moves management, supporting meetings and events and general administration for Communications and Program teams as requested.

**Responsibilities:**

CEO

- Manage the calendar for the CEO including scheduling meetings/appointments and coordinating schedules as required.
- Answer questions, handle calls and queries of the CEO’s office.
- Monitor follow-ups needed, proposal deadlines and other interactions with the CEO’s donors.

- Provide administrative support for the CEO including word processing, material and mail distribution, photocopying, opening mail, filing, formatting reports, expense reports and PowerPoint presentations.
- Assist with travel arrangements.
- Pull donor information, queries and reports as requested by the CEO and prepare correspondence (cover letters, emails, proposals, meeting requests).
- Point person for Board and Executive Meetings: schedule meetings, provide logistics including travel, prepare agendas, take meeting minutes, draft balanced scorecard, and maintain board policy manual.
- Other duties as requested.

#### Office Management

- Manage the overall functions of the office.
- Assist Finance Manager with accounts receivable, retrieving mail, opening mail, taking donations on the phone, entering gift information into eTapestry.
- Order or purchase office supplies. Handle printer maintenance requests as well as interactions with vendors.
- Liaise with Strategic (landlord) for maintenance issues.
- Act as meeting coordinator for the office handling meeting logistics for staff (set up, clean up, order food, book location, ensure there are snack, drinks, coffee, tea, milk, cream), and print materials for meetings as requested.
- Provide back-up office support for the Finance Manager and Donor Relations Coordinator and cover these key roles when they are out of the office or unavailable.

#### HR and Insurance Administration

- Coordinate employee benefits
- Ensure HR and Personnel records are up to date, confidential and organized
- Make staff wide HR related announcements (holidays, vacation schedules, office closer, etc.)
- Maintain all policy and procedure manuals and field basic employee handbook questions as they relate to HR policy and procedures.
- Act as privacy officer for organization.
- Fulfill government and affiliated organizations requirements for the provinces, CCCC, CRC etc.
- Serve as contact person with Insurance Broker.
- Maintain valid insurance policies: Directors & Officers, Crime Bond, Commercial Property & Accidental Injury.

**Accountability:** The Administrative Officer is accountable to the CEO.

#### Support for Development, Communications and Program

##### **Responsibilities:**

- Print pieces as requested, assemble donor packages, compile materials, create spreadsheets and presentations, assist with E-tapestry and other administrative duties as required.
- Attend weekly team meetings. Produce meeting notes and assist in follow-through.
- Coordinate OneBook events including Development teas, National Partner Tours, Discovery Trips, church presentations and Missions Fests.
- Other duties as requested

**Accountability:** The Administrative Officer is accountable to the Director of Development via the CEO

**Ideal Candidate:**

- Minimum of 3 years administrative or office management experience
- Strong written and verbal communication skills
- Strong interpersonal and relational skills
- Highly motivated, efficient and flexible individual; positive attitude, initiative, good judgment, ability to work independently with little supervision
- Ability to multi-task and work on several projects simultaneously
- Experience working with Windows Microsoft office (Word, Excel, Outlook), Internet, etc.
- Experience and competency working with CRMs or desktop publishing tools is an asset
- Must be able to sign OneBook's statement of faith and lifestyle and morality statement
- Solid organizational and prioritization skills with attention to detail
- Able to work flexible hours, as required
- Team player
- Experience in HR administration is an asset but not required.

**To Apply:** Please send your resume and cover letter, including salary expectations, to [ceo@onebook.ca](mailto:ceo@onebook.ca).

We thank all interested applicants, however, only those selected for an interview will be contacted. No phone calls please.

[www.onebook.ca](http://www.onebook.ca)