KAWARTHA LAND TRUST
Protecting the land you love.

Job Ad

Position: Database - Office Administrator

Reports to: Operations Manager
Compensation: $41,616 to $50,000 based on experience
Contract Period: One year contract

Position overview

Kawartha Land Trust (KLT) is seeking a highly organized and detail-oriented individual who will enthusiastically engage in the work of KLT. The Database / Office Administrator supports the smooth running of our office with a focus on maintaining our Salesforce Database, providing and outsourcing IT support, managing accounts payable & receivable, and handling general office administration tasks. As part of a rapidly growing organization and staff team, we are seeking a candidate who will thrive in an environment that is constantly evolving and changing. The incumbent must have great interpersonal and communication skills and be able to analyze challenges and problem-solve in a dynamic environment.

KLT Overview

Kawartha Land Trust (KLT) is a dynamic land conservation charity with an impressive record of growth. Our mission is "caring for lands entrusted to us and helping others protect the land they love in the Kawarthas." We do this by accepting donations of ecologically significant lands and by engaging the community in support of this work through gifts of time and money to ensure those lands are cared for, in perpetuity.

Our successes have been achieved through the work of our dedicated volunteers and donors, supported by our core staff.

The organization permanently protects over 4800 acres of land in the Kawarthas. We manage that land for ecological integrity and for the opportunity that it presents to engage the community in land conservation. We maintain over 31 km of trails on our properties and actively manage habitat on hundreds of acres of land.

For more information on the Kawartha Land Trust and to consider further if you may be a good fit for this opportunity, please visit KLT's website, online/media or social media presence.

Database Administration

Primary Administrator of our Salesforce database, responsible for all aspects of our database related to donors, volunteers, events and land.

Duties and responsibilities:

- Lead Administrator role overseeing back-end modifications, User access/permissions;

- Ensure data is readily available, and maximizes efficiencies of end-users. This could include, but is not limited to creation of reports, workflows, automations etc.;

- Responsible for coordinating the planning, and implementing the development of new components of the database, maintaining the integrity of data, and troubleshooting any technical issues;

- Provide training and support to existing staff and onboarding for new users;

- Ensure that the database is adequately backed up so that vital information can be retrieved in case of accidental loss or security breach.

Office Administration

Responsible for the efficient operation of the office and administrative processes.

Duties and responsibilities:

- Provide general administrative support to staff and committees to ensure efficiency and workflows. Duties include, but are not limited to:
  - Answer and direct phone calls
  - Organize and schedule appointments
  - Plan meetings and take detailed minutes
  - Monitor and managing KLT's info@ email address

- Maintain an inventory of office and cleaning supplies;

- Handle all digital filing, scanning, maintenance of filing system, and processing of mail in and out;

- Oversee general office maintenance and cleaning;

- Update and maintain office documentation;

- Provide bookkeeping support including reconciling expense and donation reports, processing invoices and payments;

- Act as one of the primary points of contact;

- Other duties as required.

IT support

Maintain computer systems and networks for optimum Information Technology (IT) functionality. This requires a demonstrated aptitude for IT, and the ability to determine when the need to outsource to IT specialists is needed.

Duties and responsibilities include:

- Serve as the first point of contact for IT support within the organization;
- Source, install, configure and maintain software and hardware components of computer and network systems;
- Troubleshoot software and hardware issues, and outsource to IT specialists when required;
- Repair and replace damaged computer and network components as needed;
- Ensure the security and privacy of data by:
  - installing and upgrading antivirus and firewall software, implementing multi-factor authentication on new logins or other
  - performing regular back-ups of data
  - annual review of existing policies and procedures, and/or the creation of new policies and procedures to ensure ongoing data security and privacy
- Support people whenever they encounter challenges with computers, network devices and new technology
- Onboard new users and decommission old users as needed.
- Maintain and update technical documentation regularly;
- Other duties as required.

Skills and Proficiencies

1. Excellent verbal and written communication skills.
2. Effective time management skills and experience.
3. Analytical and logical thinker;
4. **Highly organized and detail oriented**.
5. Demonstrated strong interpersonal skills.
6. Demonstrated proficiency and comfort in required office applications/systems:
   a. Strong database management and database development skills (preferably Salesforce);
   b. Computer skills including Microsoft Office: Word, Excel, PowerPoint;
   c. Digital communication tools such as Zoom, Google Meets and others to support remote work, communications and outreach during Covid restrictions is an asset.
   d. knowledge of Quickbooks is an asset
7. Ability to learn new skills on the job.

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8. Ability to work with minimal direction/supervision, as well as contribute as part of a team.
9. Willingness to work flexible hours and accommodate unplanned requests.
10. Valid Ontario drivers' license with access to a vehicle is an asset.
11. Knowledge and experience in land conservation is an asset.

Desired Level of Education

Skills and knowledge normally consistent with a post-secondary degree, diploma, or demonstrated experience in business administration, computer science, or database management roles.

- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

How to Apply

- Your application should include a resume and a cover letter **as one document,** which specifically addresses how your skills and qualifications relate to the job tasks and responsibilities. Please include in your cover letter a summary of why you think the work of Kawartha Land Trust is important.

- Send application as a PDF or Word document with the following file name format: Last Name_First Name_KLT Database-Office Admin.

- Email your cover letter and resume in **one** document to Kawartha Land Trust at **info@kawarthalandtrust.org** with the subject line "Database-Office Admin". Applications will be accepted until the position is filled.

KLT values diversity and inclusion and encourages applications from all qualified applicants. Accommodations for applicants with disabilities are available upon request for all aspects of the recruitment process. Please note however that at this time, KLT offices are not wheelchair accessible.

Thank you for your interest in the Kawartha Land Trust. Although we appreciate all applicants taking the time to express their interest in joining the Kawartha Land Trust team, only candidates selected for an interview will be contacted.