

Outdoor Experiences Administrator (one-year contract)

Location: 180 Duncan Mill Road Suite 100, Toronto, ON

Have you heard about our big changes? That's right Girl Guides of Canada–Guides du Canada as launched a new vision, mission, look and feel as it continues to provide a safe space to empower girls to be “Everything she wants to be”. With our new vision of, “A better world, by girls” and our mission, “To be a catalyst for girls empowering girls”, we are excited to build on our 100+ year history to ensure that we are relevant to today's girl. Guiding is where a girl can shine as she takes the lead, explores new challenges and meets the most important person in her life - herself - all with the support of girls and women who will be by her side every step of the way. Her next adventure starts with Guiding. Does yours?

To support our new mission, we are currently seeking Outdoor Experiences Administrator to provide the full range of support needed to ensure that our Ontario Outdoor Experiences program and Summer Camp administration runs smoothly. If you are a person who is super organized, detail oriented, and who loves working with people, please read on.

Though your role will be focused mainly on program registration and finances, there likely won't be a typical day. You will need to be flexible to meet the demands of the day and team. This might mean switching from answering program questions from Guiders and parents, to assisting with online registration, to creating reports on programs and financials, to coding expenses for payments, to managing an issue from a Camp Director, or to configuring CampBrain and ePly.

If you thrive when keeping things organized, have great attention to detail, patience and the empathy to help busy people understand processes, all while working with a team of highly committed colleagues who are putting the girl at the center of everything they do, then this role might be a great fit for you. Make sure that you have the Basics before you apply...

The Basics

- Related degree or diploma (Business Administration, Office Management) or equivalent work experience
- 1-2 years' experience working in an office environment
- Intermediate knowledge of MS Office – Word, Excel, OneNote and Outlook
- Experience with CampBrain, ePly, and iMIS as asset
- Demonstrated ability to provide excellent customer service
- Strong data entry skills that combine attention to detail, low error rate and speed
- Skilled at setting priorities and managing time
- Familiarity with Girl Guides of Canada and experience in the voluntary sector is an asset

Final Details

- Contract, one-year contract starting immediately
- Located at 180 Duncan Mill Road, Suite 100, Toronto
- Typical office hours 8:30 to 4:15 M-F
- Reports to the Outdoor Experiences Manager

Does this sound like you? Then apply today!

Submit a cover letter and resume (as one file) by Friday, March 13, 2020, 5pm to HR@girlguides.ca.

***Kindly reference the position title in the subject line of your email message.**

We thank all candidates for their interest. Only those selected for an interview will be contacted.

Upon request, Girl Guides of Canada-Guides du Canada will make reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture.

