

JOB OPPORTUNITY

The Red Deer River Naturalists are looking to hire an **Administrative Manager** on a four-month contract. The position may be expanded/extended at the end of the contract period.

The successful applicant will work under the direction of and in consultation with an assigned RDRN committee to:

- assist with the development and implementation of a new strategic plan
- lead an initiative to increase RDRN public profile and membership
- support the work undertaken by various RDRN Committees
- update the RDRN Policy Manual
- assist with financial management matters (with a focus on long-term sustainability)
- assist with reorganizing the RDRN office and an update of RDRN office equipment as well as computer systems and relevant software
- oversee the organizing and archiving of historical RDRN records
- assist with/oversee RDRN social media/website updates
- advise and assist with identifying and facilitating potential projects, funding opportunities, partnerships and issues of importance to the Society
- act as the Recording Secretary, as required, at RDRN board, committee and monthly meetings
- as directed, undertake other office, secretarial, administrative, financial, staffing, fund-raising, grant-writing, management and related duties

The position will entail working at home as well as at the RDRN office in the Kerry Wood Nature Centre. The successful applicant will attend zoom/in person meetings as required. This position will involve approximately 2 days per week for 17 weeks (April 1 – July 31, 2021) @ \$25.00/hour: \$6,800.00.

Please send cover letter and resume to myrnapearman.nature@gmail.com Deadline: February 28, 2021