Harrop Procter Community Cooperative
Office Coordinator Job Description
April 2023

Job Title: Office Coordinator

Reports to: President and Board of Directors

Primary Work Location: The HPCC Office is located in the Procter Schoolhouse. Flexible arrangements may be created between working in-office and working from home, by mutual agreement. The successful candidate must be able to spend time in the office at least once a week.

Position Summary:
• This is a permanent part-time position, approximately 1-2 days/week.
• The hours are flexible but will require attendance at monthly evening Board meetings and annual AGMs.
• Starting wage is $25/hr with opportunities for annual increase, vacation pay, and a modest health benefits package.
• The office coordinator coordinates the administrative functions of the Harrop Procter Community Cooperative Board and staff, including Board committee activity, board meetings, strategic activities, and communications. Other duties may be assigned as needed by the Forest Manager and Mill Manager(s).

Duties and Responsibilities:
Supports the HPCC Board
• Supports regular Board meetings, including scheduling, drafting agendas, taking minutes, ensuring agenda package is reviewed and approved by the President and posted for review in a timely manner.
• Schedules AGM, and works with the Board to draft agenda and publicize meeting date in the community. Takes minutes and maintains accurate records of elections and board terms.
• Supports several Board committees (and will be a member of some) by attending meetings, co-planning events, and taking notes as needed.

Coordinates Administrative Functions of the HPCC
• Maintains records of the organization, both hard copy and online, and supports the calendar of activities throughout the year.
• Undertakes general administrative tasks of HPCC, including managing emails, mail and voicemails; maintaining membership files in collaboration with mill staff; filing and document management; correspondence with members, the community, staff, Board; and, other tasks as needed.
• Maintains the organization’s website and social media, with professional support as appropriate.
- Identifies opportunities to improve administrative workflow, record keeping, and inter-organization communication, and makes recommendations to the Board.
- Works collaboratively with sales/administration personnel and managers at Harrop Procter Forest Products.
- Works closely with President and Committee Chairs to coordinate Board activities.
- Grant research, application, and coordination.
- Other related duties as assigned by the Board, Forest Manager or Mill Manager(s).

**Education and Experience:**
- Grade 12; completion of a college level program with emphasis on administration, communications, bookkeeping or a related program.
- At least 3 years’ experience in providing administrative support in a small to medium sized business, non-profit or volunteer organization.
- Class 5 driver’s license and access to a vehicle.
- Excellent communication and inter-personal skills, verbally and in writing.
- Demonstrated competency in self-direction and prioritization of workload, organization, and an ability to work both independently and collaboratively with board and staff.
- Other assets include familiarity with Microsoft Office programs (Outlook, Word, Excel) and basic webpage editing in Wordpress. Familiarity with Adobe InDesign is also an asset but not a requirement.

**Physical Requirements:**
None

**To Apply:** Please send your cover letter and resume to coordinator@hpcommunityforest.org