

Administrative & Financial Assistant

The Neighbourhood Land Trust

[The Neighbourhood Land Trust](#) (NLT) is a non-profit organization dedicated to protecting the affordability, diversity, and equity of Parkdale by bringing land into community ownership and control. NLT works to acquire and manage land, leasing it at affordable rates to eligible charitable partners who provide community benefits including affordable and supportive housing. Visit www.pnlt.ca for more information.

Job Application Deadline:	Oct 5th, 2023 at 5:00 pm EST
Job Title:	Administrative & Financial Assistant
Reports to:	Manager of Operations & Member Engagement
Work Week:	37.5 hours/week
Contract:	1 year W opportunity for renewal
Start Date:	November 6th, 2023
Salary:	\$52,000 – \$57,000 + benefits

A. OVERVIEW

NLT is looking for an organized and detail-oriented Administrative & Financial Assistant to support the back-end operations of the organization. This includes general office administration, day-to-day financial management, and administrative and tenant communications support for our building repair program.

This role is indispensable for supporting the Land Trust's operations and growth as Toronto's first neighbourhood-based CLT. First incorporated in 2014, the Land Trust has grown quickly to own and steward a portfolio of 85 properties in the west end of Toronto, with a total of 205 affordable rental units. While the Land Trust owns these properties on behalf of the community, it does not operate them. Rather, these properties are managed by experienced social housing operators including PARC, YWCA Toronto and St. Felix Centre. The Land Trust is however responsible for implementing major building repairs and retrofits. Currently the Land Trust is implementing a major multi-year building repair program. The Administrative & Financial Assistant will support the back-end administration and tenant communications for the building repair program.

The ideal candidate will be an early or mid-career administrative professional with a strong commitment to neighbourhood inclusiveness and social equity. **We strongly encourage applications from residents of Parkdale and or equity-seeking groups.** Due to the uniqueness of this role on the job training will be provided as needed.

The Administrative & Financial Assistant will work as part of a small, dynamic and interdisciplinary team. Supporting the development of local ground-up leadership, working closely with residents and local organizations. Our work is firmly embedded within praxes of anti-oppression, radical social justice and Systems Change. Experience first-hand, what it is like to work directly for a grassroots community-controlled organization!

This position requires attendance of an average of two evening meeting per month.

Administrative & Financial Assistant

Job description and responsibilities

The Administrative & Financial Assistant supports the back-end operations of the organization. This includes general office administration, day-to-day financial management, and administrative and tenant communications support for the building repair program.

Responsibilities include but are not limited to:

B. RESPONSIBILITIES

- **General Operations**
 - Oversee the office, ensuring all supplies, equipment and services are available and functioning
 - Perform clerical duties such as filing, photocopying, faxing, and mailings; manages digital filing system on Google Drive;
 - Types agendas and minutes for meetings, and schedules meetings as needed;
 - Supports preparation and submission of required statutory information reports to Government as required;
 - Assist with application and renewal of necessary building records, permits, insurance and other mandated documentation related to property ownership and stewardship

- **Communications**
 - Act as front-line contact, handling and directing phone and email inquiries;
 - Coordinate social media communications (mailchimp, facebook, instagram, twitter)
 - Support membership and volunteer engagement including processing membership registration, scheduling committee meetings, disseminating quarterly newsletters and hosting annual general meetings.

- **Financial Management**
 - Administer accounts payable and receivable in collaboration with supervisor and/or Bookkeeper; track expenses and reconcile receipts.
 - Support payroll process, track staff timesheets, generate paystubs through Quickbooks and processing payment through online payment system;
 - Support funder reporting by maintaining an up-to-date reporting schedule and assist in the preparation of financial reporting to funders and lenders;
 - Assist with the preparation of the annual financial audit for the Board in collaboration with the Bookkeeper;
 - Ensure that financial procedures and policies are followed in accordance with the directives of the Board and all other legal statutory and regulatory requirements.

- Collaborate with and support the Resource Development Committee to implement fundraising activities, drafting and editing of funding proposals; and donor stewardship activity.
- **Capital project administrative assistance**
 - Support gathering and tracking of invoices and contracts;
 - Support preparation of financing draw requests as required;
 - Support planning and implementation of temporary relocation of tenant households impacted by capital projects.
 - Support communications with households that will be impacted by capital projects;

Other duties as assigned.

C. QUALIFICATIONS

- Required:
 - Strong written, verbal and online communication skills;
 - Strong financial management skills;
 - Competent with administrative software (Microsoft Word, Excel);
 - Commitment to working from an anti-oppression and social justice framework;
 - Ability to work within a diverse community (including working with seniors, youth, people with different abilities and different cultural and socio-economic backgrounds).
- Preferred:
 - Graduate of a recognized Office Administration program or equivalent;
 - Work experience in non-profit management, financial management, business, or a related field.
 - Well organized and able to work independently.
 - Working knowledge of financial management software (QuickBooks).
 - Ability to speak a language relevant to the neighbourhood is an asset.

D. SUPERVISION & WORK ENVIRONMENT

- Will work under the supervision of the Manager of Operations and Engagement.
- Will work independently and must be able to think critically.
- Considerable impact to the organization if errors are made.
- Regular use of confidential information.
- Will work as part of a small staff team that works collaboratively to complete organizational priorities.
- While the Administrative & Financial Assistant will be responsible for a specific scope of work and deliverables, collaboration with other staff and partners is required.

- NLT staff meetings are held weekly to assure all members of the team are informed of the general progress of key projects.
- Normal office environment; periods of light physical activity (For example; intermittent sitting, standing or reading).
- COVID-19 public health guidelines apply to all work. During periods to high-risk and or mandated lockdowns, staff may work from home.
- In regular circumstances staff are expected to work from the office no less than 3 days a week.
- Some degree of physical skill and coordination required (for example; basic keyboarding)
- Work may be a little uncomfortable and may lead to minor injury or illness

E. HOW TO APPLY

Please submit an application by email to info@pnlt.ca with the following documents attached as one word document or PDF:

- Application form (attached in Appendix 1.)
- Resume

NLT is committed to employment equity and encourages applicants from equity-seeking groups. We aim to foster a workplace that reflects the diversity of the community we serve.

No phone calls please.

DEADLINE FOR SUBMISSIONS: Oct 5^h, 2023 at 5:00 pm EST

Job Application Form

Administrative & Financial Assistant

1. Applicant Contact Information

Full Name	
Email Address	
Phone	

2. Equity-Seeking Applicant Self-Identification

The Neighbourhood Land Trust is committed to the principles of equity and diversity in the workplace. Equitable hiring involves hiring the best-qualified candidate, while building a diverse team and also ensuring a fair and equitable hiring process for all applicants. As part of our equitable hiring process proactive efforts are taken to increase participation from groups designated for employment equity in Canada's Employment Equity Act (women, visible minorities, persons with disabilities and Indigenous persons), as well as underrepresented groups or ethnic communities that make up the diverse identity of Parkdale.

As part of the first phase of the evaluation of applicants the Hiring Committee will provide additional points for applicants self-identifying within a group designated for employment equity and or underrepresented groups or ethnic communities that make up the diverse identity of Parkdale. **While filling out the chart below is completely optional, we encourage applicants to self-identify if as one of more of the following identify categories by typing "Yes."**

Woman	
Indigenous person	
Black of person of colour	
Person with a disability	
Resident of Parkdale	
Working class	
Youth	
Other _____	

3. Languages Spoken

Languages spoken fluently	
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4. Applicant Questions

- 4.1 Why are you interested in working with The Neighbourhood Land Trust as an Administrative and Financial Assistant?

- 4.2 What makes you a great candidate for the job of Administrative and Financial Assistant? Consider sharing 2-3 relevant experiences (education, work experience, volunteer work, community work, lived experience) and the capabilities that these experiences have allowed you to develop or showcase.

4.3 What is your approach to staying organized? What methods, tools or software programs do you use to manage schedules and complete tasks efficiently

4.4 The Neighbourhood Land Trust values working with diverse communities from an anti-oppression and social justice framework. Can you please tell us how you can contribute to this way of working?

4.5 Is there anything else you would like to share?

