

Full-Time Administrator – Plan Institute

About Plan Institute:

Plan Institute is a nationally registered charity that works to improve the lives of people with disabilities through innovation, education, and leadership.

- Innovation – We engage in social innovation through community-based projects and partnerships that help to improve the lives of those living with disabilities.
- Education – We offer educational initiatives designed for individuals, families, and organizations, including workshops, courses, retreats, publications, and resources.
- Leadership – We provide collaborative leadership by convening a diverse group of stakeholders to encourage public policy reform and system transformation.

Plan Institute builds on the 30 years of our sister organization, PLAN (Planned Lifetime Advocacy Network), and their experience working with families to build a good life for people with disabilities.

In this video, we discuss why Plan Institute was founded, some of our accomplishments over the years, and our hopes for the future: [Plan Institute 20th Anniversary Video](#).

Visit our website to find out more: www.planinstitute.ca.

About the Position:

We are looking for an experienced and detail-oriented Administrator who shares our organizational values and brings a positive and open mindset to our team. This role supports all areas of the organization through managing administrative responsibilities and working together with the team on various initiatives. The individual in this role must be able to work well on their own and in collaboration with others.

Our work is deeply collaborative; we value the unique skills and abilities that everyone brings to the team and are always looking to incorporate everyone's talents into the work we do.

Responsibilities of this position include:

- Managing the administrative functions of the organization, including back-end administration of several online platforms (Asana, Net2phone service, Shopify, Survey Monkey, etc.), managing technology needs (with the help of a third-party service provider), completing insurance renewal, etc.

- Working with the Executive Director and Board of Directors on governance, including ensuring bylaw adherence, managing board terms and recruitment, scheduling meetings, preparing meeting packages, taking meeting minutes, etc.
- Working with the Executive Director on HR-related tasks, including hiring, team-member onboarding, benefits administration, policy administration, etc.
- Developing and maintaining relationships with our regular contacts, answering the main phone line and responding to emails sent to our general email account.
- Managing our CRM databases (Highrise & Constant Contact), developing processes and training users.
- Supporting the Manager of Communications with social media, website edits, workshop registrations, etc.
- Managing order fulfillment for products purchased on our online store.
- Assisting teammates with the administrative aspects of their work as required.
- Other tasks as required.

Job Requirements:

- Excellent communication, interpersonal, and connection-building skills.
- Ability to work collaboratively with a diverse group of people in a team setting.
- Exceptional time management and multi-tasking skills.
- Initiative-taker with the ability to work with minimal supervision.
- Exceptionally organized and detail-oriented, while maintaining flexibility and adaptability.
- Experience managing the administrative functions of an organization is required.
- Experience with Microsoft Office, including Word, Excel, and PowerPoint required.
- Experience working with partners, including individuals and other organizations.
- A personal connection to disability and/or experience working in the disability community is a strong asset.
- Experience managing the HR aspects of an organization is a strong asset.
- Experience managing non-profit governance requirements is a strong asset.
- Experience with managing social media channels is an asset.
- Experience with Highrise, Asana, and Zoom Webinar and Constant Contact is an asset.

Compensation & Work Schedule:

- Hours of work are 37.5 hours per week, Monday to Friday, from 9 AM to 5 PM (some flexibility is available).
- An annual salary of \$48,000, plus benefits cost sharing, RRSP matching, and potential bonuses.
- 3 weeks annual vacation.
- Starting March 14th, 2022. Start date has some flexibility.
- At present, all staff are working remotely from their homes. In the future, we would

like to return to a hybrid of in-person and remote work. Therefore, some travel to a physical office may be required.

How to Apply:

Please [apply here](#). Please note that applications will only be accepted through our application form.

- Job posting closes on Sunday, January 30th, 2022, at 11:59PM PST.
- We thank all applicants for their consideration of this position. Shortlisted applicants will be contacted by February 4th, 2022.
- If you have any questions about the position, please contact info@planinstitute.ca

Plan Institute is committed to a safe, inclusive, and collaborative environment in which all individuals are treated with respect and dignity. As such, individuals from diverse backgrounds, including race, national or ethnic origin, sexual orientation, gender identity, disability, and mental illness are welcomed and encouraged to apply.

We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Accessible formats and communication supports are available for applicants by request; please contact info@planinstitute.ca.

