



JOB DESCRIPTION

JOB TITLE: Executive Coordinator

SUPERVISOR: PovNet Board of Directors

SUMMARY: The Executive Coordinator is responsible for the overall coordination of PovNet Society. The Executive Co-ordinator is responsible to the Board and reports to the PovNet Board.

KEY RESPONSIBILITIES AND ACTIVITIES

Community Outreach in BC and Elsewhere

- Ensuring that new advocates are aware of PovNet resources and tools and ensuring that they know how to use them.
- Training PovNet users, primarily by telephone outside the Lower Mainland, face to face whenever possible within the Lower Mainland.
- Travelling throughout BC to provide new and isolated users with training about PovNet resources and tools.
- Representing PovNet at public events across BC.
- Networking whenever and wherever possible, suggesting meetings and presentations that increase the exposure and understanding of the work of PovNet.
- Proactively identifying groups and connecting with them.
- Monitoring email lists, PovNet partners' web sites and social media for new materials for PovNet sites, including advocapedia.
- Paying attention to who is not at the table e.g. indigenous/multicultural groups and finding ways to involve them with PovNet – e.g. board membership and identifying tools that allow improved access to PovNet for diverse cultures.

Board Liaison and Strategic Direction

- Work with the PovNet Board, staff and the broader anti-poverty community to set the strategic direction for the organization and to guide PovNet's goals and objectives.
- Facilitating bi-monthly Board Meetings: writing and facilitating staff reports, preparing and circulating meeting packages (previous minutes, staff reports, financial reports, etc.), identifying meeting Recorder, transcribing and filing minutes.
- Working with member organizations and others to identify new Board members

Budget Planning, Financial Management and Reporting

- Preparing funding applications: researching available funding sources, communicating with project officers, writing proposals and circulating them to staff and board members for review and editing.
- Facilitating fundraising for PovNet: identifying financial needs, working with board members and staff and researching potential funding options.
- Ensuring smooth day-to-day operations: working with bookkeeper to produce budgets, expedite payroll and other expenses.
- Responding to requests for information/clarification from funders.
- Writing reports.

Staff Management and Hiring

Supervising the work of PovNet's small staff and contract workers by:

- Writing contracts and letters of agreement for project work.
- Monitoring work plans and deadlines.
- Facilitating regular meetings with staff.
- Coordinating with staff to obtain information and updates when funding applications and reports are due.
- Identifying professional development opportunities and making recommendations for staff participation.
- Facilitating performance reviews with Personnel Committee as required.
- Facilitating staff appreciation and ongoing performance feedback, discipline and termination as appropriate.

Managing the PovNet Email Lists

Time-critical administration of PovNet email lists. Tasks include:

- Managing the email lists; being aware of problems; responding to individual questions.
- Identifying any policy changes in list management and taking these to the Board e.g. conflicts of interest arising from a new list that might need changes in the User Agreement.
- Ensuring that the technology is updated as needed.
- Dealing with PovNetters' input: consulting about and identifying new lists; reviewing feedback about current lists.
- Reviewing who is on the list and who is no longer an advocate.

Supervising the Technical Requirements of PovNet

Working with PovNet staff and obtaining reports from the technical support person:

- Identifying new technology and researching new tools and assessing their usefulness for PovNet.
- Researching cost and ability to pay, taking advantage of open source software or reviewing ability to pay a monthly fee.

- Ensuring that PovNet websites and other tools are technologically up to date.

Public Legal Education and Information (PLEI)

- Meeting with PLEI Working Group
- Participating in Clicklaw Advisory Committee
- Participating in other groups and meetings as necessary

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Excellent written and verbal communication, including report writing and presentation skills
- Comfort and experience with technology, including knowledge of technology trends, Moodle and Drupal platforms, and good working knowledge of Word and Excel.
- Ability to help new computer learners learn technology
- Ability to handle multiple tasks, prioritize, and work independently
- Ability to work with diverse people in varied locations
- Demonstrated experience in staff training and development
- Demonstrated experience working with non-profit boards
- Demonstrated experience and success with fundraising
- Some experience with legal information, in particular with plain language legal information
- Familiarity with the advocacy community of British Columbia

CONDITIONS OF EMPLOYMENT

21 hours/week. Flexible schedule.

ADDITIONAL INFORMATION

- Flexible hours required for attendance at evening Board meetings (5/6 annually) and other events.
- Occasional travel within and outside British Columbia is required.