



OPPORTUNITY BRIEF

OFFICE MANAGER



SEARCH CONDUCTED
BY PLACEMAKING 4G

STATEMENT OF INTENTION

At ReCover, we prioritize the cultivation of a diverse and inclusive workforce, understanding its critical role in driving innovation and fostering a sense of belonging. Our commitment extends to creating a work environment that authentically represents the communities we serve.

We welcome applications from all interested individuals, placing a particular emphasis on candidates from historically excluded groups. We actively encourage submissions from Black, racialized, Indigenous Peoples, People with Disabilities, members of the 2SLGBTQ+ community, women in non-traditional fields, and newcomers to Canada. Preference will be given to candidates who identify with any of these equity-deserving groups. We invite you to share this information in your cover letter or resume, and we invite you to express your pronouns.

Moreover, we collaborate closely with the P4G search team, who are dedicated to creating a safe space for you to openly discuss your experiences, preferences, and any accommodations that may support you. This partnership ensures that your information is handled with sensitivity and respect.

ABOUT RECOVER

ReCover is a non-profit organization committed to developing retrofit solutions that respond to the climate crisis at speed and scale. We do this through research and development, programs and services to property owners, and capacity-building activities for industry.

ReCover has been positioning itself as a deep retrofit accelerator since 2020 by forging partnerships with key retrofit market actors, building relationships and sharing knowledge with other Retrofit Accelerators, facilitating industry capacity-building activities, and completing research and feasibility studies for deep retrofits.

Central to ReCover's mission is the removal of barriers hindering deep retrofit implementation, including economic, market, and equity-related complexities. Through targeted programs, ReCover is empowering building owners to understand and finance deep retrofits while inspiring individuals to pursue careers in the green building industry and supporting existing professionals in design and construction to engage in deep retrofit projects. In collaboration with Indigenous communities and equity-deserving groups, ReCover is championing deep retrofit initiatives to address socio-economic disparities and mitigate renovictions. By raising awareness and developing retrofit solutions suitable for occupied buildings, ReCover aims to transform lives while reducing greenhouse gas emissions.

As ReCover addresses the challenge of performing deep retrofits, it recognizes the opportunity to safeguard the environment and enhance the quality of life for all.

MISSION

The greenest building is the one that already exists. We aim to develop retrofit solutions that respond to the climate crisis at speed and scale. We will do this through research and development, programs and services to property owners, and capacity-building activities for industry.

VISION

Canada's buildings are healthy, resilient, and environmentally responsible.

THIS MOMENT, THIS POSITION



ReCover is seeking an experienced and compassionate Office Manager to join our team and help cultivate a supportive and inclusive work environment. As the heart of our organization, you will play a key role in ensuring the smooth operation of our office and administrative functions, allowing our team to focus on driving impactful initiatives that transform buildings and support a more sustainable future.

DUTIES AND RESPONSIBILITIES

Office Administration

Oversee day-to-day office operations, including managing office supplies, equipment, and facilities.

CRM Administration

Maintain and update customer relationship management (CRM) software to ensure accurate and up-to-date client information.

Contract Management

Assist with contract administration, including, reviewing, and organizing contracts and agreements.

Accounts Payable/Accounts Receivable

Process invoices, payments, and receipts in a timely and accurate manner. Assist with bank reconciliations, payroll and preparing government funding claims.

RESPONSIBILITIES CONTINUED

Executive Assistance

Provide administrative support to senior management, including calendar management, travel arrangements, and meeting coordination.

Board Coordination

Assist with board meeting coordination, including preparing meeting agendas, materials, and minutes. Coordinate board communications and follow-up actions.

General Administrative Support

Assist with general administrative tasks, including data entry, filing, copying, and scanning documents.

Event Coordination

Assist with the planning and coordination of office events, meetings, and workshops.

Vendor Management

Liaise with vendors, service providers, and contractors to ensure timely delivery of services and supplies.

Team Support

Provide administrative support to other team members as needed, including scheduling meetings, preparing presentations, and coordinating travel arrangements.

General Support

Provide general administrative support to team members, fostering a culture of collaboration and mutual support.



OUR VALUES

Transparency:

We value transparency in all our interactions, even when faced with challenges or vulnerability. We commit to honesty, ensuring that our communication remains open and candid.

Action:

We embrace a culture of action, recognizing that impactful change arises from doing, not just planning. We prioritize Minimum Viable Products (MVPs) and focus on the small, tangible steps that lead to meaningful results, emphasizing practical implementation over exhaustive planning.

Kindness:

We promote kindness over mere niceness, cultivating an environment of radical candor. We believe that clarity is an act of kindness, acknowledging that avoiding direct discussions can lead to issues. We commit to addressing challenges openly and constructively.

Courage:

We embody courage in our approach to work, manifesting discipline through a strategic use of our time. Our courage extends to communicating and implementing practices that prioritize efficiency and well-being.

The greenest building is the one that already exists.



From forestry, to manufacturing, to administration, to engineering, ReCover has the potential to create thousands of jobs in Canada.

6.7 Tons

of CO₂e stored per building

Using locally sourced, low-carbon materials, we will reduce the carbon footprint of each retrofit project and even build carbon stores.



Many of these materials will be sourced right here in Canada, **so we can rebuild the local economy while creating sustainable careers.**

WHY JOIN RECOVER

- Opportunity to make a significant impact in advancing sustainability initiatives and combatting climate change.
- Collaborative and inclusive work environment that values diversity and innovation.
- Competitive salary and benefits package, including health insurance and professional development opportunities.
- Chance to work with a dedicated team of professionals who are passionate about creating positive change in Atlantic Canada's built environment.



WHAT YOU BRING

- *Bachelor's degree or diploma in business administration, office management, or related field, or equivalent work experience.*
- *Certificate or diploma in accounting or a minimum of 2-3 years bookkeeping experience*
- *Not-for-profit industry experience considered an asset but not a requirement*
- *Minimum 4-5 years of experience in office administration or office management roles.*
- *Strong organizational skills and attention to detail, with a focus on creating a supportive and inclusive work environment.*
- *Excellent communication and interpersonal skills, with a compassionate and empathetic approach.*
- *Proficiency in Microsoft Office suite, including excel, and office management software.*
- *Ability to prioritize tasks and manage multiple responsibilities in a fast-paced environment.*
- *Commitment to diversity, equity, and inclusion, with a passion for fostering a positive work culture.*

THE PACKAGE

Salary: \$55,000 - \$65,000

Location: Hybrid (Atlantic Canada)
Nova Scotia

“Everyone deserves a home and workplace that is healthy, secure, and affordable. Everyone should be paid well for their work. Solutions must empower and be co-created by communities.”



WHAT TO EXPECT

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second round interview or skills activity (virtual or in person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

APPLICATION DETAILS

Apply now by
[Clicking Here!](#)

Applications will be accepted until 12 p.m. on April 08, 2024.

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.

Don't be generic. Be yourself.