

## Gabriola Community Bus Foundation

### JOB DESCRIPTION

<b>JOB TITLE:</b>	Administration Coordinator
<b>REPORTS TO:</b>	GCBF Board of Directors
<b>Salary:</b>	\$32–\$37 per hour, depending on experience and skills

The Gabriola Community Bus Foundation (GCBF) is a non-profit dedicated to providing safe, affordable, reliable, and environmentally responsible public transportation for the community of Gabriola called GERTIE. Gertie provides scheduled fixed route public transportation six days a week, averaging 48.5 service hours per week and charter service on demand. GCBF is overseen by a six-member board of directors. There are currently three licensed vehicles, one part-time operations coordinator, six part-time bus drivers, and a bookkeeper on contract. The operational base is located at 760 North Road Gabriola Island.

### Position Summary

The Administration Coordinator is responsible for supporting the Board in ensuring that the organization has effective operational and financial policy and processes and is compliant with government regulations. This role provides hands-on administrative support and leadership to ensure the operations of a sustainable bus service to the Gabriola community.

The ideal candidate is an accomplished administrator with experience in non-profit organizations. The successful candidate will be committed to delivering a sustainable public transport system to the Gabriola community.

The role offers flexible hours, averaging up to 15 hours per week, with workloads that may vary week to week. Work may take place at 760 North Road, and there is the possibility to work remotely.

### Key Responsibilities

#### 1. Administration

- Maintaining all official records, including bylaws, operating licenses and policies.
- Assisting in developing standard procedures and policies (e.g. WorkSafe BC, financial policies).
- Ensuring compliance with BC Societies Act, transportation regulations, WorkSafe BC requirements, and other regulatory bodies.
- Participating in monthly board meetings, including taking minutes, preparing and presenting reports
- Promoting organization-wide transparency, communication, and effective administration
- Developing and maintaining a comprehensive filing system (electronic and paper) for the organization
- Working collaboratively with the Bookkeeper, Treasurer and Operations Coordinator to process payroll and financial transactions.
- Monitoring accounts payable, receivables, and ensure timely payment of invoices.

- Coordinating projects funded by specific grants (e.g. United Way Ageing in Motion)
- Other duties as directed by board.

## 2. Operational Support

- Managing all incoming and outgoing communications, including email, mail, phone inquiries, and public requests and direct to appropriate person for response.
- Monitoring and updating to the Gertie website, Facebook page, and Gertie Alerts.
- Entering ridership data into a spreadsheet for analysis and reporting
- Serving as the primary contact for Freedom of Information (FOIPPA) requests.
- Overseeing procurement of office supplies, and information systems used for filing and record keeping
- Organizing internal and external meetings and events.

## Skills & Experience Requirements

- Appropriate and applicable experience in administrative management, including direct experience with scheduling, payroll processing, and administrating budgets.
- A self-starter
- Strong organizational and time-management skills.
- Demonstrated analytical and problem-solving skills.
- Attention to detail.
- Strong interpersonal and communication skills.
- Advanced computer literacy (including a Microsoft Office Suite or similar software) and an ability to learn new systems.
- Experience with general office equipment and administrative processes.
  
- High School graduation required; post-secondary education/training favorable.