

HIVES FOR HUMANITY SOCIETY

580 Powell Street // Vancouver, BC, V6A 1G9
hivesforhumanity.com // @hives4humanity



August 28th 2017

Hives for Humanity Society is hiring!

Position: Office Manager, see attached Job Description.

Start Date: October 15th 2017

Hives for Humanity works to enhance community through apiculture, connecting people to nature, to each other and to themselves, through the culture of the hive. Our core work is creating opportunities for at-risk communities in the Downtown Eastside of Vancouver, building self-worth and fostering community pride.

Our vision is healthy communities connected through the culture of the hive.

Our community is a place of:

Respect - We work with respect for each other, for our partners and participants, and for the bees; we offer dignity, equality and opportunity to all.

Self-Worth - We foster self-worth in individuals, creating respite amidst chaos, and building pride through meaningful experience, ownership and connectivity.

Inclusivity - Our community is built on diversity and inclusion. We collaborate openly, work in teams, and listen to every voice. Everyone is welcome, always.

Education - We engage, inform and inspire people to connect with nature, with themselves and with their community; advocating for pollinators and their habitats.

Trust - We build relationships on honesty and accountability, ensuring the safety and wellbeing of everyone we work with.

Opportunity - We find and create spaces that provide opportunities for people, plants and bees to grow and thrive. We give people a reason to lift their heads up; we create hope where there was none before.

Our Office Manager will have a passion for organization and clarity, and will work closely with our leadership team to coordinate and develop our administrative systems.

Thank you for your consideration,

The Hives for Humanity Team

HIVES FOR HUMANITY SOCIETY

580 Powell Street // Vancouver, BC, V6A 1G9

hivesforhumanity.com // @hives4humanity



OFFICE MANAGER

- Ideal start date: October 15th 2017
- Part-time at 24 hours per week with three month probationary period
- Opportunity to move to full time after 3 month probationary period, based on fit
- \$22 per hour
- Reports weekly to CEO
- Works from Bee Space office at 580 Powell St.

CORE COMPETENCIES/TASKS:

- Competency in: *Freshbooks*, *Microsoft Word*, *Excel & PowerPoint*, and *Google Drive*
- Understanding of project based accounting and basic bookkeeping
- Coordination of: accounts receivable and payable; monthly accounting and 1-year cash flow statements; petty cash; internal expense reimbursements
- Monitors social impact metrics and Customer (project) Relationship Management tools
- Effective time management and communication skills
- Excellent written and spoken English skills

ADDITIONAL TASKS:

- Develops *Square Sales* and inventory system for retail and wholesale items
- Transcribes interviews, questionnaires into digital format
- Proofreads grants, budgets, and reports for consistency, accuracy and grammar
- Coordinates internal meetings, events, workshop bookings, space rentals
- Supports social enterprise production team
- *Quickbooks* coordination/reporting

ASSETS:

- This position will work closely with CEO and Organisational Team to support growth of organizational capacity through building of administrative systems and daily administrative tasks

DETAILS FOR INTERESTED APPLICANTS:

- Please email Sarah Common, CEO with cover letter, resume, references and availability: sarah@hivesforhumanity.com using the subject line "H4H Office Manager"
- Interviews for applicants called forward: Sept 6/7/8 and 13/14/15