

The Co-op la Maison Verte was founded in 2000 by a group of NDG residents and is the first-ever environmental solidarity/multi-stakeholder cooperative in Canada. Our mission is to provide ecologically sound, fair-trade and affordable alternatives to the surrounding community through partnerships with local producers, farms and artisans. Our operations consist of a fair-trade café counter, a “general store” grocery and remote sales of environmentally-responsible home goods.

## JOB SUMMARY

The Administration and Development Coordinator (ADC) is responsible for long-term financial planning and development as well as some office management tasks. It is the responsibility of the ADC to maintain strong communication with the coordinating team via participation in regular meetings. As a member of the coordinating team, the ADC will participate in the management of the building which is owned and operated by CLMV.

### Administration

- Prepare annual budgets and periodic reports for the Board of Directors (BoD) ;
- Oversee all obligations to the Government and to the CLMV's financial partners ;
- Maintain the Co-op files in collaboration with the CLMV Secretary ;
- With Coordinator Committee, enter invoices regularly and check payables sheet ;
- Work with CLMV bookkeeper and accountant to produce year-end financial statements and monthly reconciliations.

### Development

- Seek out and apply for grants, government funding and other avenues for development.

### Building Management

- With Coordinator Committee, oversee building maintenance and repairs ;
- Responsible for all tenant relations.

### Human Resources

- Support the staff to meet Co-op objectives as determined by the CLMV mission statement ;
- Participate in staff and volunteer hiring, training and evaluation ;
- Participate in scheduled staff and coordinator meetings.

### Store Operations

- Participate in at least one weekly shift on the floor ;
- Work with others in a team effort to promote the CLMV as an enjoyable and viable community space ;
- Maintain an in-depth knowledge of environmental and community issues endorsed by the CLMV.

November 2017

### Skills Required

- Fluent command of French and English ;
- Previous experience of at least 1 year in administration or financial coordination or equivalent ;
- Knowledge of cooperative structures ;
- Experience with bookkeeping for small businesses or cooperatives an asset ;
- Comprehensive knowledge of related environmental or social issues pertaining to products and service offered by the CLMV a strong asset.

\*Note that a cover letter is required for the application to this position. Application period closes November 20th, 2017. Applications will be considered on a rolling basis until position is filled.