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## Job Description Summary:

The Operations Coordinator is responsible for providing coordination of the day to day activities of the association including bookkeeping, administrative and clerical support to the Executive Director, Executive Committee, the Board of Directors, and the Association's Membership. Additionally, the Operations Coordinator supports the Association's various committees and assists them in meeting their obligations by providing organizational and clerical support functions.

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## Scope of Responsibilities:

The Operations Co-ordinator position with OOWA includes, but may not be limited to, the following functions and activities:

1. Operational and administrative co-ordination and assistance to the Association's Executive Director, Executive Committee, Board of Directors, all committees and their chairs, as well as any Task-Force groups in the continuous development of their specific objectives or special projects. This may include, but is not limited to:
  - a. General office organization.
  - b. Database management.
  - c. Answering phones and handling enquiries as applicable.
  - d. Obtain service provider quotes.
  - e. Maintain OOWA's website domain, SSL, and hosting services.
2. Administration and organization of all OOWA Committee meetings in assistance to Committee Chairs in clerical and co-ordination functions. This may include, but is not limited to, tasks such as scheduling, report and agenda preparation, attendance, minute-taking, record keeping, communication and meeting facilitation duties.
3. Administration and organization of all OOWA monthly Board of Directors meetings in assistance to the Executive Director, in clerical and co-ordination functions. This may include, but is not limited to, tasks such as scheduling, report and agenda preparation, attendance, minute-taking, record keeping, communication and meeting facilitation duties.
4. Assistance in the planning and co-ordination of OOWA and industry meetings and events to the Events Committee, or any other committee. Special attention will be allocated to assistance in the co-ordination of the annual conference, with direction from the Events Committee, Executive Director, and Board of Directors, to include the following:
  - a. Meeting and co-ordination with Conference Committee

- b. Promotion and co-ordination of conference advertising and the advertising program
  - c. Co-ordinate and deliver administrative clerical services and duties related to the conference, and any related schedule of events prior to, during and following the annual conference.
5. Finances and operational support shall be conducted as directed by the Executive Director and/or Treasurer. These tasks may include, but are not limited to:
  - a. Invoicing to advertisers or other service providers for OOWA transactions such as those from the newsletter, conference exhibitors, conference sponsors with communication copied and co-ordinated with the Executive Director.
  - b. General accounts receivable tasks
  - c. Processing of credit card payments and conducting bank deposits
6. On occasion, working evenings and weekends may be required depending on OOWA's events, meetings, training, education and annual conference. Notification will be provided well in advance of any such duties and will not be subject to additional overtime compensation. Time worked outside of regular hours may be taken as time-in-lieu subject to supervisors' approval.

## Reporting Protocol:

The OOWA Operations Co-ordinator shall report directly to the Executive Director. When required or directed, the position may also need to report to the Executive Committee and/or Board of Directors.

The Operations Co-ordinator shall provide the Executive Director with a monthly activity report to ensure that the Association's objectives are being met. The report will also assist the Executive Director with any modifications that may need to be made to the operation coordinator's activities.

## Qualifications and Skills:

- Post-secondary College diploma and/or relevant experience
- 3-5 years of relevant experience preferred
- Proficient in Quickbooks for tracking of transactions
- Experience using Wild Apricot or other similar CRM software
- Internet and Technology savvy; ability to use WordPress to update website content
- Proficient in MS Office software (Word, Excel, PowerPoint, etc.)
- Strong organizational skills with proven ability to prioritize, problem solve, and follow established procedures

- Experience in event planning or coordination
- Self-motivated; ability to work both independently with minimal supervision and as a team player in a collaborative and dynamic team environment.
- Ability to quickly adapt to change
- Excellent interpersonal and communication skills, both verbal and written
- Passion for continuing education and constant learning experience
- Bilingualism (English & French) is an asset
- Preference may be given to candidates with experience or knowledge of onsite wastewater treatment, environmental protection & public policy.

## Salary & Compensation:

Job Title:	Operations Coordinator
Location:	Peterborough, ON
Salary Range:	\$44,000 to \$52,000
Vacation:	3 weeks (15 business days)
Benefits:	Eligibility after 3 months
Contractual Agreement:	Salaried, Permanent Full-Time

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### About Us:

The Ontario Onsite Wastewater Association (OOWA) is a provincial not-for-profit association dedicated to promoting the benefit and value of onsite and decentralized wastewater management through education, improved standards of practice, and advocacy for sound policies across the province. We support our network of knowledgeable professionals recognized as the foremost source of sustainable onsite and decentralized wastewater management expertise. Our membership is made up of a large array of industry professionals, including installers, designers, technicians, inspectors, haulers, policy makers and enforcement authorities, academics, researchers, and teachers. The Association provides valuable connections between professionals working in the onsite wastewater industry.

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## How to Apply:

Please apply by submitting your resume and application to [applications@oowa.org](mailto:applications@oowa.org) by October 25, 2024 , quoting "OOWA Operations Coordinator Application Submission". We thank all candidates for their interest; however, only those selected for an interview will be contacted. For additional information on the Ontario Onsite Wastewater Association, please visit our website at [www.oowa.org](http://www.oowa.org).