



## **Muskoka Lakes Association Administrative Coordinator Contract – Maternity Leave**

The Muskoka Lakes Association (MLA) is Canada's oldest lake association and has been active in the region since 1894. The MLA is a membership-based organization advocating for responsible stewardship and enjoyment of the unique environment of the Muskoka Lakes, representing over 11,500 individuals and over 2,000 families. MLA activities range from water quality testing to advocating for responsible government and land use policies to promoting education including hosting community events and webinars. Our Community events run from May to August. We start the spring off with seedling day, members order seedling to plant and pick them up May 24. We host two member Regattas, one for boating & swimming, and the other for sailing. We also host the Antique Boat Show in Port Carling, a free community event with a fascinating display of wooden boats of days gone by. The MLA is a true leader in the Muskoka community and our work helps sustain the unique culture and environment in Muskoka for current and future generations.

The MLA is looking for an Administrative Coordinator who is passionate about community, who believes in environmental preservation and who wants the unique place that is Muskoka to be enjoyed for generations to come. The MLA believes in fostering impactful learning opportunities for employees by engraining them into our operations. This is a truly one-of-a-kind opportunity to join a leading, historic organization that's continuing to innovate for the betterment of one-of-a-kind community and place!

The Administrative Coordinator is the Muskoka Lakes Association's front line position for interaction with members and the public. Pleasant and helpful interactions are a must at all times.

The Administrative Coordinator is responsible for a wide array of actions and activities and is expected to responsibly make use of available resources (inclusive of personal time management) to ensure the needed delivery of services is managed as efficiently and completely as may reasonably be expected by the various stakeholders. Proficiency in Word, Excel, Outlook, mail-merge, photo-editing software and social media familiarity is vital. Other software skills (Mail Chimp, Canva, survey monkey and the MLA's Wild Apricot platform) are expected to be learned on the job and functionality is expected in a reasonable period of time not exceeding 3 months.

It is expressly noted that Confidentiality and privacy of Member and MLA information is paramount.

This role reports directly to the General Manager.

### **Focus of Responsibility**

- Maintain the Association's membership database and member records
- Prepare & produce labels for mailings
- Process all new memberships and distribute new member packages

- Crate, Organize and mail all renewal notices
- Liaise with other community groups such as LOBA, MRA, GBA, WC, MC and FOCA to advance the mission of the MLA

### **What you will do:**

#### **WATER QUALITY PROGRAM SUPPORT**

- Pre-season equipment maintenance and kit preparation (ensure replacements for missing or damaged equipment is arranged for)
- Contact volunteers to coordinate teams and team leaders and maintain database of current/potential volunteers
- Prepare volunteer manuals using protocol updates and maps
- Receive, cross-check and prepare samples for shipment
- Collect data sheets and arrange to have them delivered to the Water Quality consultant at season end
- Follow up with volunteers regarding data-related issues, expanded sampling, etc.
- Follow up with volunteers regarding missing samples and/or data sheets
- Data result entry from various sources into the Water Quality test Results spreadsheet
- Arrange to provide volunteers with replacement/additional equipment and supplies as needed
- Post-season equipment collection, clean-up, assessment and storage
- Assist as may be reasonably required in WQ volunteer recruitment
- Attend and assist at water quality training days (annually, mid-May)
- Provide guidance to volunteers regarding testing protocols as is reasonably required
- Communicate results and co-ordinate re-testing if required to volunteer & General Manager

#### **COMMUNICATIONS**

- Ensure the MLA website is current. Post articles / links to of up-to-date information on the MLA website as is appropriate or as directed by the GM, President or Committee Chair.
- Send Emails to the membership when directed and maintain a file of distribution reports.
- Provide members with their log-in information when requested.
- Maintain an understanding of municipal and district issues by monitoring local media
- Ensure the Board of Directors receives relevant media / political updates
- Monitor on-line discussions (MLA Facebook / Instagram / Twitter accounts), questions and either respond or refer to the appropriate party. Be responsible for Social Media ad creation, posting and monitoring.
- Search out potential partners for newsletter content
- Supporting internal communications between board, committees and directors by summarizing committee meeting minutes for distribution
- Assist in Yearbook advertising sales activities
- Assist with article creation for Yearbook, ShoreLines & media partners
- Completing all other communications tasks, as assigned

## SUPPORTING DUTIES

- Organize and manage computer files
- Order office supplies as needed / directed
- Deal with computer, printer and mail machine hardware, software updates and servicing
- Maintain a general understanding of the MLA policies and activities, keeping up to date with current issues.
- Attend evening monthly Water Quality, and Community Programs meetings
- Field telephone, e-mail and walk-in inquiries regarding MLA activities, without expressing opinions or discussion of issues
- Refer members, who have specific concerns, to the appropriate Director, the General Manager or outside agency/government office for discussion of their issues.
- Pick up and direct mail as appropriate
- Prepare photocopies; send letters, email, and memos, as requested
- Maintain an up-to-date book of minutes from Committee meetings

## MLA EVENTS

- Attend all MLA special events including some evenings and weekends over the summer months. Specifically, on an annual basis:
  - Water Quality Training (mid-May)
  - Seedling Day (mid-May)
  - Annual General Meeting (AGM – late July)
  - Aquatic Regatta (early August long Weekend))
  - Biannual Antique Boat Show
- Provide support to any Committee's events or programs as needed and not noted above, such as Farmers Markets.

## **What you need to be successful:**

- Highschool diploma, with administrative experience. College diploma preferred.
- Reside in the Muskoka, travelling to Port Carling daily
- Strong communication skills
- Strong attention to detail
- Ability to work independently and self-motivated

Compensation: \$18.00 – \$20.00 per hour depending on experience, 35 hours per week.

Interested applicants can send their resume along with a cover letter to [admin@mla.on.ca](mailto:admin@mla.on.ca).

### ***Equal Opportunity Employment:***

MLA is an equal opportunity employer committed to diversity, inclusion, and belonging. We are happy to consider all qualified applicants for employment regardless of race, colour, religion, sex, gender identity, sexual orientation, national origin, age, disability, neurodiversity, protected veteran status, Aboriginal and Native status or any other legally-protected factors. MLA has a zero-tolerance policy for discrimination and prides itself on assessing talent needs based on an objective methodology.

If accessibility accommodations are required during the recruitment process, we will gladly make the necessary arrangements to ensure MLA is able to support all interested applicants.