



The Tyee is hiring an Office and Systems Co-ordinator

Do people describe you as reliable, organized and tenacious? If you are a creative problem solver that loves setting up systems to help people work better, you may well be our perfect new team member.

Job overview

The Tyee is seeking an experienced office and systems co-ordinator with a proven track record of implementing administrative processes in growing organizations. You will work closely with the publisher to design, plan, implement and maintain The Tyee's administrative and human resources functions to support our team of journalists and digital strategists. You'll also work closely with our bookkeeper on financial record-keeping and expense management.

You should have demonstrated experience and skills identifying how to make a growing organization work better. We are looking for someone who can pick up our existing administrative, office management and human resources tasks, and also proactively assess our operations and introduce new and better ways of doing things. We are looking for someone who will sweat the details and make sure the organization continues to be in good standing with the CRA, the staff feel supported and have the tools they need to do their jobs.

The Tyee is transitioning to a non-profit structure in the next year, so this job is well-suited to someone with non-profit experience. We are also in a growth period and constantly assessing, trying out new tools and building new systems, so this job could also be well-suited to someone with experience at a startup or early-stage company.

Hours: Full time, 37.5 hours per week (however, we can be flexible — if you can only work a slightly reduced week or need non-typical hours, and you think you can get the job done, let's have a conversation about that)

Location: Vancouver, B.C. We are working from home for the time being, but will open up our downtown office when health restrictions allow

Salary: \$50,000-\$55,000, depending on experience



Benefits: Employees get three weeks of paid vacation, a paid holiday break, extended health benefits and professional development funds

Responsibilities

- Manages accounts receivable and bank deposits
- Project manages the organization's shift from a private company to a non-profit society
- Reviews and streamlines operating expenses
- Onboards new employees and contractors
- Implements and supports HR activities
- Implements systems for secure file sharing
- Co-ordinates board communications and meetings
- Prepares reports for board meetings
- Ensures all reporting is complete and accurate to maintain the new non-profit society in good standing
- Manages and maintains all contracts and employment agreements
- Manages head office in Vancouver (keys management, maintaining office supplies, mail pickup, keeping the space organized)
- Supervises external contractors as required
- Other duties as required

Results and outputs expected of this role

- Staff team have clear policies and procedures to follow
- Staff team have the tools they need to do their jobs
- Staff team have a well-organized, functional work space
- Staff team, including remote workers, are able to meet and work together effectively from different locations
- Maintain good standing with B.C. Societies and CRA
- Ongoing expenses are reviewed and rationalized
- Accounts receivable is up to date, The Tyee is paid promptly
- Employees and contractors have up-to-date contracts



Qualifications

- 2+ years of experience in a similar role. Experience in a non-profit or startup environment is a plus
- Familiarity with HR best practices and employment law
- Familiarity with common administrative processes like AP/AR
- Experience using systems like Google Drive, Quickbooks, Asana or similar programs
- Must be legally entitled to work in Canada

How to apply

Send your cover letter and CV to jobs@thetyee.ca with 'office and systems co-ordinator' in the subject line. Interviews will begin on April 27, 2021. The position will remain open until it is filled.

In your cover letter, we'd specifically love to hear about why you'd like to work at The Tyee, what you think makes a great workplace (and what you do to contribute to that), and an example of a new system or process that you initiated in a previous role.

We recognize the importance of a diverse workforce and encourage applications from Indigenous people, Black people, gender non-conforming people, people of colour and people with a disability. If you're creative, hard-working and love independent media, we'd love to meet you.

If you don't meet 100 per cent of the qualifications listed above, we encourage you to apply anyway. Be up front about what skills you'd need to develop so we can talk about how to fill those gaps.

About The Tyee

The Tyee is an independent online newsmagazine based in Vancouver, B.C. We're devoted to fact-driven stories, reporting and analysis that informs and enlivens our democratic conversation. Our reporting has changed laws, started movements and garnered numerous awards.



Since the founding of The Tyee in 2003, our highly-innovative publishing side has continually been experimenting and leading the charge in developing a sustainable business model that supports in-depth, mission-driven journalism. We were an early mover on testing out a membership model for news in Canada.

We have a goal of being majority reader-funded within a few years and setting The Tyee on a path to long-term sustainability and continued excellence in daily news and feature publishing.

Our team is growing and so is our audience. Come join us.

www.thetyee.ca