



POSITION: Business Manager

Reporting to: Chair of the Board of Directors

Job Purpose: The APGO Education Foundation (the “Foundation”) is a registered charity focussed on educating the public about geoscience that has seen tremendous growth and success during its start up phase. Currently, we have a volunteer performing the functions of a business manager. Due to its growth, the Foundation is seeking to add a part time contract staff position to fill the responsibilities. The role of the Business Manager is to manage the administration of the Foundation consistent with the Mission and Vision as well as all objectives and strategies as determined by the Foundation Board of Directors.

Roles and Responsibilities:

- Support the Foundation in abiding by the laws as prescribed under the Not-for-Profit Corporation Act and such other federal, provincial and territorial statutes as may apply.
- Ensure operations of the Foundation are conducted as required by law
- Implement actions for the Foundation as directed by the Foundation Board of Directors, through the Chair.
- Establish and build effective working relationships with the Board, staff, consultants and the Foundation stakeholders to further the objectives, Mission and Vision of the APGO Education Foundation.
- With the Chair’s support, direct the accounting functions and provide regular financial reports to the Board of Directors; and prepare, in consultation with the Chair and Treasurer, budgets and operational plans.
- Provide executive support to the Board of Directors and the Chair as appropriate; and assist in organizing meetings, agendas and preparing materials for Board of Directors and any other Foundation meetings.
- Support the APGO Education Foundation activities.
- Manage the scholarships and bursaries application and selection process.
- Assume other responsibilities as determined by the Chair of the Board of Directors

Qualifications, Skills, Knowledge:

- Excellent oral and written communications and reporting skills, including minute taking
- Well-developed administrative skills, including staff support, budgeting, accounting/audit support, and banking
- Experience working with volunteer boards and a variety of stakeholders
- Proficiency with Office 365, CRM software, social media platforms, electronic communications, and document storage
- Experience working independently at a management level, preferably in a not-for-profit and fund-raising environment

Details of Position:

- **Start Date:** January 2021
- **Hours:** Flex Hours: 16 hours per week (8 days per month for 10 months/yr)
- **Starting Pay:** \$20,000/yr
- **Contract Position for 1 year with option to renew**
- **Application Deadline October 30, 2020**
- **Please submit resumes in confidence to chair@apgoedfoundation.ca**

ABOUT THE APGO EDUCATION FOUNDATION

The Foundation is a registered charitable organization under the Canada Not-for-profit Corporations Act, registration number 84604 5052 RR0001. The purpose of the charity is to advance the education of the public in the area of geoscience by:

1. Providing scholarships to post-secondary students for the study of geoscience in a degree program;
2. Providing bursaries to immigrants to Canada who are internationally-trained geoscientists and have demonstrated financial need for completion of licensure procedures for registration as a professional geoscientist in Ontario; and
3. Holding lectures, presentations, and conferences on geoscience to enhance the knowledge of the general public.

The Foundation's GeoscienceINFO.com website is an innovative one-stop spot for the public for information about the Earth beneath their feet. This website provides topical information on all facets of geoscience including geovideos on key topics. A key feature of GeoscienceINFO.com is virtual field-trips in different areas in Ontario. This enables viewers to experience and learn about the geology of an area while traversing digitally in GoogleMaps™. In 2019, the Foundation reached over 10,000 people in public events and on social media.

For further information

Please see our website at www.apgoedfoundation.ca

Bill Pearson, Ph.D., P.Geo., Chair
Email: chair@apgoedfoundation.ca

Andrea Waldie, P.Geo., Business Manager
Email: manager@apgoedfoundation.ca