



JOB DESCRIPTION: ADMINISTRATIVE COORDINATOR

Reporting to the Executive Director, the Administrative Coordinator handles a variety of supportive functions in our office. This is a part-time position of 20-30 hours per week.

The Administrative & Finance Coordinator is a passionate, driven professional who can maintain our standard of excellence in the office, online, and at in-person events. Under the direct supervision of the Executive Director, the Administrative & Finance Coordinator supports internally based projects, assists with outreach and coordination of external events, and provides administrative support for day-to-day office operations. The Administrative & Finance Coordinator must be available to work occasional evenings and weekends for special meetings and events.

RESPONSIBILITIES

Office Administration

- Provide confidential administrative support, as directed by the Executive Director, such as website updates, file maintenance, data analysis and compilation, and maintaining order and organization in office operations.
- Respond to and manage general inquiries courteously, and provide high-quality customer service, including but not limited to processing and monitoring payments, answering or redirecting incoming phone calls or emails, and managing messages.
- Order office supplies.
- Process incoming correspondence and get approvals as necessary.

Financial & Bookkeeping

- Collaborate with bookkeepers. and manage tasks in QuickBooks, including regular backups of records. This includes entering all payables and receivables, generating invoices, collecting payments, printing cheques, emailing money transfers, and processing credit cards.
- Complete monthly reconciliations of bank accounts, credit card statements, and cash boxes.
- Work with the Executive Director to gather all required documentation for the annual audit, and work directly with third-party auditors to complete the audit process each year.
- Generate monthly income statements, balance sheets, and general ledgers for the Executive Director and Board of Directors to review.
- Prepare bank deposits and cash reports, and replenish cash floats as required.



Downtown Dollars

- The Administrative Coordinator, is responsible for the day-to-day management of our Downtown Dollars program. This includes ordering, sorting and completing inventories of our Downtown Dollars supply.
- Tracking incoming and outgoing Downtown Dollars in Google Sheets.
- Entering Downtown Dollar transactions in our records
- Monthly Downtown Dollar reconciliations.
- Visiting member businesses as required to collect redeemable Downtown Dollars.

Special Events

- Work with the Executive Director and Marketing and Events Lead to search for and book vendors as required.
- Invoice and collect vendor fees.
- Attend events as required to assist attendees.

PROFESSIONAL SKILLS

- Post-secondary education, a relevant certificate, or demonstrable work experience.
- Experience in office administration, including office reception, is an asset.
- Proficient in computer skills, specifically with QuickBooks and Google Workspace.
- Experience in cash handling, balancing, and basic accounting knowledge.
- Demonstrated organizational and administrative abilities.

COMPETENCIES

- Excellent interpersonal skills with a professional and helpful demeanour.
- Excellent organizational skills with the ability to multitask and great attention to detail.
- Strong problem-solving skills with an innovative and adaptable approach.
- Excellent written and oral communication skills.
- Experience in recording and transcribing.
- Self-directed with the ability to prioritize work and meet deadlines.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT

- Office environment and team concept.
- Work may occasionally take place outdoors or off-site.
- Maintain confidentiality.
- Provide a criminal record check.
- This position has set hours, which will be within our regular business hours, Monday–Friday, 9:00 AM–5:00 PM. (unless otherwise specified)
- The selected candidate must be eligible to work in Canada.

COMPENSATION

- Compensation for this position is \$20.00 per hour.



ABOUT THE DOWNTOWN TRURO PARTNERSHIP

Truro is an energetic, growing town known as the "Hub of Nova Scotia" because of our central location. Our downtown core offers an idyllic blend of small-town charm and a thriving, modern business community. The Downtown Truro Partnership and the Town of Truro have a unique partnership focused on enhancing the downtown in both appearance and activity. Through an area rate charged to the member businesses, the Town provides the core funding to the Downtown Truro Partnership for the many projects and activities conducted annually that add to the vibrancy and attractiveness of the downtown core.

DIVERSITY STATEMENT

The Downtown Truro Partnership values equity, diversity and inclusion. We seek applicants who are passionate about growing our downtown core and have backgrounds that reflect our community.

APPLICATION DEADLINE

The deadline to submit your cover letter and resume is October 2, 2026. Please forward your application to Saribel Deslauriers at ed@downtowntruro.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.



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