

Position: Office Administrator

Reports to: CEO

Created: May 2025

Innovate Niagara is a hub for innovation, supporting entrepreneurs and startups in Niagara through mentorship, programming, and strategic resources. We are passionate about fostering a vibrant innovation ecosystem and are looking for a dynamic Office Administrator to help keep our operations running smoothly.

Position Overview

We are seeking a highly organized and proactive Office Administrator to join our team for a 9 month contract. This role is ideal for someone who thrives in a fast-paced environment, enjoys wearing multiple hats, and is passionate about supporting innovation and entrepreneurship. The successful candidate will be responsible for coordinating events, managing administrative tasks, supporting accounting and marketing functions, and ensuring the smooth day-to-day operations of our team.

Responsibilities:

The Employee's responsibilities shall include, but not be limited to, the following:

Administrative and Marketing Support

- Manage calendars, schedule meetings, and coordinate internal and external appointments.
- Maintain website – update content for events, news and newsletters using content management system, track analytics
- Assist with social media posts
- Serve as the first point of contact for phone and website inquiries.

Event Coordination

- Work with client team and Community Outreach lead to plan and execute in-person and virtual events, workshops, and meetings.
- Coordinate logistics including venue booking, catering, materials preparation, and registration using Eventbrite or similar platform.
- Liaise with vendors, partners, and attendees to ensure seamless event delivery.

Accounting & Financial Support

- Enter bills and expenses into *Quickbooks* accounting system.
- Assist with invoice tracking, expense reports, and basic bookkeeping tasks.
- Assist in the preparation of client program reporting.

Team & Client Support

- Provide administrative support to the team.
- Help onboard new clients and maintain accurate records in CRM systems.
- Assist with internal and external communications and documentation.
- Identify opportunities to improve current processes.

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Qualifications:

The Employee shall possess the following minimum qualifications:

- 2+ years of experience in office administration, event coordination, or a similar role.
- Proficiency in Microsoft Office Suite, Quickbooks accounting software
- Experience with Notion, Canva and Mailchimp.
- Strong organizational and multitasking skills with attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and collaboratively in a team environment.
- Experience in a nonprofit or startup environment is an asset.

What We Offer:

- A collaborative and mission-driven work environment.
- Opportunities for professional development and growth.
- Hybrid work arrangements.
- The chance to make a meaningful impact in Niagara's innovation ecosystem.

At Innovate Niagara, a diverse, inclusive, and equitable workplace is one where all employees feel valued and respected. We are committed to a non-discriminatory approach and provide equal opportunity for employment and advancement.

Interested? Send your resume and cover letter to careers@innovateniagara.com by June 10, 2025.