



TEMAGAMI
COMMUNITY FOUNDATION

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Temagami Community Foundation Administrator Job Opening

The Temagami Community Foundation is seeking to fill the position of Administrator. This position will be located in the Foundation's office at the historic Temagami Train Station in Temagami, Ontario and will be up to a half time position with hours varying throughout the year depending on the workload at any given time. Work hours during the summer are expected to be longer to support various fund-raising and other events.

The TCF is a charitable organization founded twenty years ago whose mission is to cooperatively and actively nurture and care for the place we know as Temagami-the land and its inhabitants-for today and the future. We raise money through donations and fund-raising events and make grants to non-profit organizations in the Temagami Community. The volunteer board of directors has representatives from the Temagami Indigenous community, the permanent residents of Temagami and the seasonal residents of Temagami.

The Administrator will work with and support the members of the board and various committees of the board and will supervise summer students in support of events and activities that are held during the busy summer season.

The Administrator must have excellent interpersonal skills and be capable of interacting with the board, volunteers, donors, government agencies and the community in general. He or she must work in a highly organized fashion and be capable of establishing (with the board) and adhere to a consistent set of administrative policies and procedures including maintenance or electronic and paper filing systems. Recognizing that the work of the Foundation will be divided between volunteers and the Administrator, the Administrator will work to enhance and facilitate the participation of the volunteers.

A detailed job description will be shared with the applicants that are selected to be interviewed.

Applications should be directed to the Temagami Community Foundations at info@temagamicommunityfoundation.com by March 24, 2021.