



Job Posting Office Coordinator- Part-Time Job Share

Location: Orillia, Ontario

Reports to: Executive Director & Fundraising & Engagement Manager

Duration: Permanent, Part-Time

Schedule: 2 days per week (schedule to be determined)

Deadline for Submissions: January 16, 2026

Start Date: By mid-February, 2026

Compensation: \$19,188 per year \$24.60/hr for two 7.5 hr work days

Benefits: Three weeks paid vacation (6 days) after 3 month probationary period

About the Couchiching Conservancy

The **Couchiching Conservancy** is a charitable land trust with 52 nature reserves and easements under our care. We work with donors, landowners, volunteers and staff toward a mission to protect nature for future generations. Founded in 1993, we have protected more than 15,200 acres of natural landscapes in the Orillia region.

Position Summary

We are seeking an experienced administrator as a part-time Office Coordinator to join our team in a job-share arrangement with an existing staff member. This is a role for someone who is organized, detail-oriented, friendly and can handle a variety of logistical, technical and administrative jobs. A demonstrated passion for conservation is an asset. Together, the two Office Coordinators function as one full-time position, ensuring seamless office operations for The Couchiching Conservancy. This role works two set days per week, while the current Office Coordinator works three days. Some responsibilities are shared, some are divided (to be discussed), with clear handover procedures to ensure continuity.

Key Responsibilities:

1. Office Coordination

- Coordinate office repair and maintenance services such as water treatment systems, security systems, photocopiers, & computer backup systems
- Coordinate insurance for multiple organizational properties
- manage and troubleshoot email accounts & calendars
- Order, pick up, & maintain office supplies and equipment
- Maintain staff & board contact lists
- Coordinate office volunteers
- Keep accurate records of communication
- Eventually handle tax payments for multiple properties

2. Record Keeping:

- Maintain and organize general office files and records (including digital and print)
- Database management (Donor Perfect software) including generating fall volunteer hour spreadsheets

3. Administrative Support

- Occasionally attend staff meetings
- Edit and post staff meeting minutes
- Schedule & coordinate room & photographer bookings
- Assist with Board & Committee communications
- Advertise new job postings
- Test alarm systems monthly

4. Front Desk Reception

- Open the office by 9 am
- Act as a key contact for general inquiries (answer & direct phone calls & emails)
- Greet & help visitors to the office
- Take donations via phone and in person
- Assist volunteers with equipment pick-up
- Assist visitors with merchandise purchases

Working Conditions:

- Weekdays, based out of The Couchiching Conservancy's office in Severn township.
- Fully-accessible office surrounded by the Grant's Woods Nature Reserve
- Work with a passionate and dedicated team of 11 staff, and over 1,000 supporters & volunteers in a collegial, respectful and supportive workplace
- A valid Ontario driver's licence and a vehicle is required.
- Occasional travel to pick up supplies and attend meetings and events.

How to Apply

Please submit a resume and cover letter outlining your interest and qualifications to nature@couchconservancy.ca with the subject line "Office Coordinator/Job Share – [Your Name]" by January 16, 2026.

The Couchiching Conservancy is an equal opportunity employer. We value diversity and are committed to building an inclusive culture that reflects the communities we serve and the landscapes we protect.