

Job opportunity: Business Support Manager

Are you passionate about storytelling and storytellers?

Do you have exceptional skills in organizing and administration? Do you have the ability to evaluate office support functions in areas of organizational development, human resources, financial management and board governance?

We are seeking a talented new staff member to provide essential business administration support to senior management at a pivotal time of organizational growth.

Job title: Business Support Manager

Reports to: CEO

Location: Winnipeg, Manitoba

Status: 30 hours per week, salaried with benefits (schedule is flexible; to be discussed during the interview process)

Application deadline: Wednesday, August 3 @ noon CT

The organization

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

The ideal candidate values equity, diversity and inclusion, and is knowledgeable about these issues. They will be a supporter of the [values which guide the work of the National Screen Institute](#), have experience working cross-culturally and be committed to serving storytellers from underrepresented communities.

The National Screen Institute has a remote work/hybrid policy which allows employees the flexibility to work remotely. In this position you will be required to work partial hours in

Winnipeg's Exchange District each week. All employees are required to be fully vaccinated and able to provide official verification before their first day of hire.

JOB OVERVIEW

The primary role of the business support manager is to support the organization in the areas of organizational development, human resources, financial management and board governance to ensure smooth and efficient administrative operations.

The business support manager is skilled in multitasking and is professional, diplomatic and confidential in executing this role. They provide management support to senior management and act as secretary to the National Screen Institute Board of Directors.

RESPONSIBILITIES AND DUTIES

Organizational development / human resources

- Support the HR function on behalf of the CEO and director of operations to maintain confidential employee personnel records and organize the performance management system
- Manage health and retirement benefits on behalf of the CEO
- Prepare communications and assist in recruitment and hiring
- Participate in and contribute to strategic planning

Office management

- Anticipate and proactively initiate work and projects, materials and documents to support the work of the CEO
- Ensure the CEO is adequately briefed and prepared for meetings and all engagements
- Assist in overall office management, including purchasing office supplies
- Regularly research and recommend office systems, technology, equipment
- Provide basic technical support to staff working online and in the physical office; determine when to engage external IT support
- Represent the National Screen Institute at events as assigned

Financial management

- Support the finance function, including maintaining finance and payroll files; ordering cheques and other supplies required for bank deposits and payment processing; preparing credit card reconciliations; opening mail and listing deposits; obtaining postage and mailing cheques; and other assistance as required
- Track and record sick and vacation time

Secretary, National Screen Institute Board of Directors

- Organize and provide administrative services to the Annual General Meeting, board and committee meetings and other meetings as required
- Prepare agenda, meeting schedules and board packages
- Manage meeting logistics and record minutes
- Maintain files, manage documents and new member orientation
- Update changes to By Laws, board policies and Terms of References

Qualifications

A relevant post-secondary degree / diploma and five to seven years related experience, or an equivalent combination of education and related experience.

Skills and experience

- Well-developed administrative / management skills to organize, administer and evaluate office support functions
- Ability to exercise good judgment and work with sensitive, critical and confidential matters
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer / client service and response
- Professional written and communication skills with proven ability to communicate effectively with all organization levels including staff, funders, volunteers and other partners
- Superior skills in Word, Excel, PowerPoint, Teams and Zoom as well as electronic filing systems, with an aptitude and willingness to learn new software and other relevant applications and technical / office equipment at an intermediate level

- Excellent problem-solving abilities and able to work at finding creative solutions to resolve issues
- Superior organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Ability to accurately read and interpret financial information such as invoices, bank deposits, cheque requisitions, reconciliation spreadsheets and other financial information as assigned
- Ability to work effectively both independently and as part of a team
- Familiarity with the role and responsibilities of charitable organizations and experience working with a not-for-profit board of directors
- Demonstrated interest in the work of not-for-profit organizations in general, and the media production industry
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Experience managing databases and information systems and producing analytical reports
- Strong project management skills
- Strong organizational abilities including document management
- Excellent written, presentation and interpersonal skills

Professional Competencies

- Detail oriented
- Diplomatic, kind
- Experienced with the complexity of innovation
- Comfortable with ambiguity
- Ability to juggle many projects at once
- Team player, relationship builder, respectful
- Cooperative and collaborative
- Trustworthy
- Passionate
- Responsive, quick, self-starter

We encourage you to review the [National Screen Institute website](#) prior to applying.

The National Screen Institute is committed to supporting individuals from underrepresented communities including Black, Indigenous, People of Colour, women, lesbian, gay, bisexual, transgender, queer or questioning and two-spirit (LGBTQ2S+), people with disabilities, those outside large urban centres, those from regional and remote areas and various religious groups. Please let us know if you identify with any of these on your application.

Please submit a resume indicating relevant experience and a cover letter expressing your interest in the position to careers@nsi-canada.ca by Wednesday, August 3 @ noon CT.

The National Screen Institute thanks all candidates for their interest. Only those selected for interview will be contacted.