



Position: Full-Time, Contract

Title: Executive Assistant

Location: Remote within Canada - must be willing to travel from time to time.

Length: 1 year with potential for renewal

Estimated Start Date: May 2023

Rate of Compensation: \$30-\$32 per hour, 35 hours per week

WHO WE ARE:

At the Canadian Association of Elizabeth Fry Societies (CAEFS), we envision a world without prisons with strong and well-resourced communities for everyone. To help make this vision a reality, we are working to address the persistent ways in which women and gender-diverse people impacted by criminalization have been denied humanity and excluded from community.

POSITION OBJECTIVE:

You will be joining our national team, reporting to the Executive Director and to the Associate Executive Director and will be responsible for performing a number of administrative duties. This dynamic and remote position supports the overall functioning of the organization and will be an integral part of the Executive team.

DUTIES:

Please note that the following is not an exhaustive list of responsibilities, and you may have other duties as required.

Executive Assistance

- Act as the primary point of contact for phone calls, emails, and other correspondence from the general public, network, and other stakeholders, and refer to appropriate staff member for appropriate action
- Attend weekly meetings to brief Executive team on time-sensitive deadlines, prioritization of upcoming and ongoing responsibilities, and updates on any new or forthcoming endeavours
- Support the Executive team in the management of their schedule of appointments, including scheduling internal and external meetings on behalf of the Executive team
- Support Executive Director with the correspondence, coordination, and logistics for media requests
- Support Executive Director with the oversight and management of donor relations
- Plan, book, and manage travel and accommodations for the Executive team, as needed
- Prepare agendas, take/transcribes minutes at all internal meetings, meetings of the membership, and Board meetings, and follow-up on action items from respective meetings to ensure timely completion of tasks
- Support Executive team with the planning and execution of CAEFS gatherings, both remote and in-person

Office Administration

- Oversee management of CAEFS virtual workspace, including but not limited to, responding in a timely manner to employee requests, ordering and keeping inventory of office supplies, liaising with vendors, IT staff, and



accounting teams, assisting with internal operational processes and procedures, and managing services and relationships with vendors and services providers as required

- Plan, book, and manage travel accommodations for National Office staff as needed
- Provide support to the Board of Directors and its committees, including agenda development, assembly and distribution of meeting packages, and scheduling of meetings
- Maintain Board of Directors' Sharepoint site, and various other administrative Sharepoint sites
- Coordinate the development and implementation of administrative standards and procedures to ensure, efficiency, accessibility, and confidentiality of all documents and data

Communication Coordination and Support

- Prepare and co-ordinates day-to-day internal communication material
- Monitor, create content for, and post on CAEFS social media platforms (Facebook, Instagram, LinkedIn)
- Aid in drafting and disseminating a variety of external communications assets, such as a monthly newsletter, the annual report, national press releases, memos, and internal and public presentations
- Support the maintenance of CAEFS website
- Support the dissemination of information related to CAEFS yearly bursaries
- Administer, prepare, process and compose internal and public-facing CAEFS documents and routine reports
- Track reporting and funding deadlines and aid with grant writing and application as needed
- Develop, operate and maintain an effective record keeping and digital filing system streamlined across the Microsoft Office Suite

Human Resources

- Coordinate the placement of employment opportunities, including but not limited to posting opportunities on the CAEFS website and across CAEFS social media platform, acting as the primary point of contact for job applicants, coordinating hiring timelines with Executive team, and scheduling interviews
- Coordinate the administrative onboarding of new staff and volunteers

Finances

- Liaise with bookkeeper and Executive Director to support timely reimbursement
- Support with maintenance of the financial portfolio overall, including but not limited to, oversight of expenses and income, coding of bank statements utilizing CAEFS' Chart of Accounts,
- Liaises with bookkeeper, banks, and other financial supports with direction from the Executive Director
- Support with annual financial audit

REQUIRED SKILLS:

Education, Training and Experience:

- Completion of Grade 12
- Two years post-secondary training, including a recognized Administrative Professional or Business Administration Program. We will accept work experience as an equivalent to formal education/training.



Skills and Abilities:

- Bilingual in French and English is an asset
- Minimum five years related experience (preferably in a not-for-profit setting)
- Strong written and verbal communication skills
- Ability to take initiative and to complete tasks independently or with minimal supervision
- Advanced proficiency in Microsoft Office Suite (Sharepoint, Teams, Outlook, etc), with an ability to become familiar with firm-specific programs and software
- Familiarity with creating optimized content for and posting on social media platforms such as Twitter, Facebook, Instagram, and LinkedIn
- Strong organizational, schedule management, project management, and problem-solving skills with impeccable multi-tasking abilities
- Exceptional interpersonal skills
- Overall fluency in the digital space

Technological Requirements:

This position is remote and requires consistent access to a reliable internet connection. CAEFS is able to provide office equipment as needed.

HOW TO APPLY:

Please email your resume and a one-page cover letter to jobs@caefs.ca, using the subject “EXECUTIVE ASSISTANT” by **May 11th, 2023, at 9:00AM Eastern Standard Time**. Please direct any questions to admin@caefs.ca.

CAEFS thanks all applicants in advance for their effort and interest. Please note that only those candidates selected for an interview will be contacted. Interviews will be conducted virtually on a rolling basis: we encourage you to submit your application as soon as you are able. Should you require accommodations for any stage of the hiring process, please get in touch at admin@caefs.ca — we are happy to prioritize your access needs.

CAEFS’ vision of a world without prisons with strong and well-resourced communities for everyone begins with our staff. As such, our organization is committed to creating and fostering an anti-racist, trans-inclusive, equitable, and accessible work environment for all team members. We strongly encourage applications from Black, Indigenous, and racialized peoples, gender-diverse people, and/or people who have lived experience with criminalization or incarceration, from across Canada.

