



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

POSITION DESCRIPTION ORGANIZATIONAL ADMINISTRATOR

The Canadian Unitarian Council (CUC) is the national association of Unitarian and Universalist congregations and communities in Canada. Unitarian Universalism is a liberal religious faith grounded in values rather than belief in one set of creed or dogma. Our values include acceptance of one another, compassion, and a commitment to justice and equity. We believe in ethical living, and in living out our spirituality by working for peace, justice, equality, democracy, and respect. We believe that it is not who or what you believe in that is important, but rather, how you live your life.

This Organizational Administrator position demands an individual who is energetic, flexible and highly organized, who has strong skills and experience in the areas of office administration, financial record-keeping, event coordination, and support to the Executive Director and Board of Trustees.

The CUC uses a number of tech and cloud tools such as G Suite, Microsoft Office, SurveyMonkey, Wordpress, Quick Books Online, Zoom, Mailchimp and others, and the Organizational Administrator must be proficient in these, or demonstrate a high level of skill and competence in learning new tools.

REPORTING: This position reports to the Executive Director.

SUMMARY:

Leads all administrative and some financial processes, overall coordination and functioning of the CUC office, logistical coordination for CUC events, and support to the Executive Director and CUC Board of Trustees.

This position is based out of the CUC office at 215 Spadina Ave, Toronto.

Office and Administration

- Respond proficiently to all office enquiries and manage correspondence
- Organize administrative processes for increased efficiency
- Oversee maintenance and management of CUC workspace



- Keep all membership, statistics and contact information current
- Maintain an efficient filing system for all administrative, financial, historical and Council documents
- Responsible for administration of lay chaplaincy (marriage license) registrations, licensing, and record-keeping
- Work with Executive Director and Technical Support Staff to maintain accurate lists of donors, and to send communications as needed.
- Manage document formatting and creation
- Ensure the CUC has current Health and Safety policies, practices, training and supplies; maintain an updated Health and Safety Manual; and conduct regular checks of the CUC based on Health and Safety guidelines
- Other duties, as may be required from time to time

Financial Duties

- Attend to all office banking
- Receive and record all donations, and other income
- Track membership dues, enter invoices and prepare statements
- Ensure that financial processes are followed for expense claims, reimbursements, cheque requisitions, bill payment, etc
- Work with Executive Director and Board Treasurer to prepare budgets
- Manage and distribute petty cash, as required
- File documents
- Work closely with external bookkeeper to monitor and track revenue and expenses
- Assist bookkeeper and auditor with annual audit

Event Coordination

- Provide logistical support and coordination for all CUC events, including but not limited to: Annual General Meeting, a 5-day national conference, workshops, educational and training events (both on-line and in-person), regional gatherings and youth conferences
 - Support includes creation and tracking of registration details, food and space arrangements, financial processes and tracking, printing, vendor details, etc

Support to Executive Director and Board of Directors

- Provide administrative support to the Executive Director, including support with communications and administrative duties



- Provide administrative support to staff group and CUC Board as appropriate.
- Coordinate logistics and arrangements for Board and staff meetings, including travel, accommodations, meals, and materials
- Conduct research, gather information and summarize findings as required
- Create surveys and forms using Wordpress, SurveyMonkey and Google; extract data as required

QUALIFICATIONS

- Exceptional organizational, time management and problem-solving skills
- Meticulous and thorough, with a demonstrated ability to productively balance multiple and competing priorities.
- Ability to think strategically, and problem solve efficiently
- Excellent verbal and written communications skills
- At least three years' education and experience in the relevant areas
- A demonstrated commitment to working in the non-profit sector
- Identifies as a Unitarian Universalist, or commitment to/understanding of Unitarian Universalist principles
- Fluency with computer communications, business applications and internet tools, including G Suite, Microsoft Office, Adobe software, Wordpress and SurveyMonkey
- Ability to learn new platforms with ease and confidence
- Experience with financial processes, and budget development and management
- Skill in building and maintaining successful working relationships
- Demonstrated understanding and experience in engaging, motivating and supporting volunteers
- Cordial, efficient, flexible and responsive
- Demonstrates grace and calm under pressure
- High degree of proficient independent work as well as ability to work cooperatively with diverse team
- Flexibility to work evenings and weekends as required

Application posted on June 30, 2017.

Send application asap with salary expectations to jobs@cuc.ca

We thank you in advance for you application, and will only contact those who qualify for interviews.