



CANADIAN
UNITARIAN
COUNCIL

CONSEIL
UNITARIEN
DU CANADA

Canadian Unitarian Council

ADMINISTRATIVE ASSISTANT

PART-TIME POSITION: 20 hours/week

The Administrative Assistant will be required to perform an array of administrative duties including secretarial and financial tasks. The Administrative Assistant will mainly support the work of the Organizational Administrator and the Executive Director. Assistance with administrative needs of the CUC staff team will also be required as needed.

REPORTING: This position reports to the Executive Director.

JOB RESPONSIBILITIES:

- Administration: Assist the Organizational Administrator with office-related duties, including email, inquiries, mail, membership data management, organizational tasks, and other duties as required
- Financial: Assist with financial data management, including deposits, data organization and entry, payables, donor information, and other duties as required
- Event management: Assist with organization and coordination of CUC events, both on-line and in-person. This includes registration, tracking, site logistics, following up with participants, and other duties as required
- Staff Support: support the Executive Director with report compilation, minute-taking, formatting, editing, research, and other staff support duties as required

CORE COMPETENCIES

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| • Communication | • Decision Making |
| • Detail-oriented | • Adaptability |
| • Organization & Planning | • Team Work |
| • Problem solving | • Timeliness & Accountability |
| • Development & Continual Learning | • Results orientation |
| • Creative & Innovative Thinking | |

REQUIREMENTS

- Post-secondary diploma in an administration field, or the equivalent in life and work experience.
- 3-5 years working in an administrative or relevant role.
- Proficient use of various office based software including Microsoft Suite, Adobe, and in web platforms including Google Suite, SurveyMonkey etc



- High level of confidence with learning new web tools and other applications
- Familiarity with Sage50 accounting software an asset
- Understanding of Unitarian Universalist principles and congregational dynamics
- Excellent written and communication skills.
- Well-developed people skills – sensitivity, tact, diplomacy, conflict resolution, professionalism
- Self-motivated and ability to work independently
- Good organizational, time management and prioritizing skills.
- Ability to work under pressure and meet deadlines
- Event/project management experience
- Ability to analyze information, and recommend courses of action to be taken.
- Strong work ethic and great team spirit

WORKING CONDITIONS

- Travel is required to CUC National Conferences once every other year, and to events as necessary, once or twice annually
- Work in CUC office based in Toronto
- Manual dexterity to work on keyboard
- Ability to lift and move boxes, office and meeting room furniture as needed
- Flexibility to work evenings, weekends and overtime as required