



CANADIAN
UNITARIAN
COUNCIL

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DU CANADA

CANADIAN UNITARIAN COUNCIL ADMINISTRATIVE AND FINANCIAL ASSISTANT

The Canadian Unitarian Council covenants to affirm and promote these principles:

- The inherent worth and dignity of every person;
- Justice, equity, and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part;
- Individual and communal action that accountably dismantles racism and systemic barriers to full inclusion in ourselves and our institutions

The work the CUC staff team does is in commitment to these principles and to fulfilling our strategic priorities, which include truth, healing and reconciliation with Indigenous peoples, dismantling racism, environmental justice, invigorating Canadian UU congregations and communities, and strengthening shared ministry. Programs, resources and engagements are planned with these priorities in mind, promoting the CUC's mission of growing vital Unitarian Universalist congregations and communities.

PART-TIME POSITION: ADMINISTRATIVE & FINANCIAL ASSISTANT

36 hours/per pay period (semi-monthly, totalling 24 pay periods per year)

The Administrative & Financial Assistant (hereafter "the Assistant") will be required to perform an array of administrative and financial duties. The Assistant will mainly support the work of the Organizational Administrator, the Bookkeeper and the Executive Director. Assistance with administrative needs of the CUC Board and 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 administrative duties as required
- **Financial**: Assist with financial data management, including data entry, data organization, deposits, payables, donor information, and other financial 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

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

REQUIREMENTS

- Experience working in a financial or administrative support or relevant role
- Strong working knowledge of QuickBooks Online
- Post-secondary education in an administration and/or financial administration field, or the equivalent in life and work experience.
- Proficient use of various office-based software including Microsoft Suite, Adobe, and in web platforms including Google Suite, Mailchimp, survey tools, etc
- High level of confidence with learning new web tools and other applications
- Excellent written and communication skills.



- Well-developed people skills – discretion, tact, diplomacy, professionalism
- Self-motivated and able to work independently
- Good organizational, time management and prioritizing skills
- Dependable with the ability to work under pressure and meet deadlines
- Ability to analyze information and recommend courses of action to be taken.
- Strong work ethic
- Collaborative team member

ASSETS

- Nonprofit and/or charitable sector experience
- Familiarity with Unitarian Universalist principles
- Event/project support experience
- Interest in growing in role, development & continual learning

WORKING CONDITIONS

There will be a 3-month probationary period after which the Assistant and ED will meet to discuss and mutually evaluate the arrangement. If both parties are satisfied, the arrangement will continue.

- The position is based in the CUC's office in Toronto, with daytime work hours and at least several days per month in the CUC office
- Work is done in person and online through several platforms
- Equipment and software for the job will be provided by the CUC, as determined by the Executive Director
- Travel is required to CUC National Conferences once every other year, and to events as necessary, once or twice annually (expenses paid)
- Ability to lift and move items, office and meeting room furniture as needed
- Flexibility to work evenings, weekends and overtime leading up to national events and meetings, several times per year

COMPENSATION & BENEFITS

Salary will be \$25.00/hour (statutory deductions will be applied). Since this is a part-time position, no benefits are provided. Time off is offered in lieu of overtime.



HOW TO APPLY

Send letter and CV to jobs@cuc.ca by **September 21, 2023**. We invite applications from qualified candidates, and encourage Indigenous, Black and People of Colour to apply, as well as all sexual identities and orientations. By September 30, 2023, we will have contacted only those candidates selected for an interview.
