



CANADIAN
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CANADIAN UNITARIAN COUNCIL JOB DESCRIPTION

Administrative Assistant

August 2026

The Canadian Unitarian Council (CUC) is the national organization of Unitarian and Unitarian Universalist congregations and affiliated communities across Canada. Grounded in values of love, justice, and interconnection, the CUC supports inclusive communities across the country. Further information is available at cuc.ca.

Role Overview:

Reporting to the Executive Director, the Administrative Assistant provides day-to-day administrative support that keeps the CUC office running smoothly. This role combines Board and meeting support, oversight of the Lay Chaplaincy program, maintenance of membership and congregational records, general office management, and administrative support to the Executive Director.

Role & Responsibilities:

Board & Meeting Support

- Provide logistical support to the Board and Board task forces, including booking meeting venues, arranging catering, and preparing materials
- Take notes at Board meetings and support the Board Secretary in producing and posting minutes and agendas
- Assemble, format, paginate, copy, and distribute meeting materials
- Prepare and maintain the Board orientation manual, and distribute updates as needed
- Support new Board members with orientation materials and meeting logistics
- Maintain organized records and archives relating to Board meetings and annual meetings
- Support the Board Treasurer in distributing information for monthly and Board mailings

Lay Chaplaincy Program

- Help oversee the Lay Chaplaincy program in collaboration with the Lay Chaplaincy Committee and Training Coordinators



- Manage the licensing process for Lay Chaplains and Ministers
- Maintain up-to-date records for the Lay Chaplaincy Committee, including database updates and email group membership
- Communicate with Lay Chaplains and congregations regarding sample contracts, training, renewal forms, and chaplaincy forms
- Act as liaison with CUULCA (Canadian Unitarian Universalist Lay Chaplains Association) for their annual meeting
- Maintain up-to-date Lay Chaplaincy information on the CUC website, including CUULCA executive and contact information
- Maintain records of annual Lay Chaplaincy service reports submitted by Lay Chaplains and ordained clergy

Membership & Congregational Records

- Help maintain and update congregational membership lists and contact information
- Support the annual update of the Congregational Contacts list
- Ensure membership and congregational records are accurate, current, and accessible to staff and the Board
- Support CUC and congregational fundraising record keeping.

Office Management & Administration

- Serve as a primary point of contact for incoming calls, screening and directing inquiries appropriately
- Open, sort, and distribute mail (excluding donation and payment processing)
- Order office supplies and coordinate equipment repairs and maintenance (e.g., photocopier, mail machine)
- Manage office keys and security cards, and liaise with the building manager
- Coordinate cleaning services for the office
- Maintain organized digital and physical filing systems

Executive Director Support

- Provide administrative and clerical support to the Executive Director
- Assist with scheduling, correspondence, and preparation of materials as needed
- Support the Executive Director and Board with logistics for meetings and conferences

Annual Meeting, Events & Volunteer Coordination

- Provide clerical and logistical support to the Executive Director and Board for the Annual General Meeting
- Act as a primary contact for CUC event venues (e.g., hotel and catering logistics)
- Support and communicate with any Event Committees
- Support staff retreats and staff meetings with logistics (room bookings, accommodations, food orders)
- Recruit, orient, and supervise volunteers who assist with mailings and other routine administrative tasks



Publications & Information Distribution

- Coordinate mailings to congregations, Lay Chaplains, and theological students
- Support production of the annual report by collecting and compiling information
- Work with program staff and volunteer committees to distribute informational materials
- Help ensure up-to-date information is available on the CUC website

Qualifications & Experience

- Experience in an administrative, office coordination, or similar support role
- Experience supporting a Board, committees, or governance structures is an asset
- Experience working in a nonprofit, faith-based, or community organization is an asset
- Experience maintaining membership, contact, or database records is an asset

Skills & Attributes

- Strong organizational and time management skills, with the ability to manage multiple priorities
- Excellent written and verbal communication skills
- High attention to detail and follow-through on tasks
- Ability to handle confidential information with professionalism and diplomacy
- Good listening and note-taking skills for accurately capturing meeting discussions
- Understanding of, or willingness to learn, the roles of board, staff, and volunteers within a nonprofit governance model
- Proactive, with the ability to move inquiries and projects forward independently

Technical Skills

- Proficiency in Microsoft Word, Excel, and Outlook, and/or Google Workspace
- Comfort with standard office machines (photocopier, mail equipment)
- Experience with database or membership-record software (e.g., DonorPerfect) is an asset
- Experience with task-management or collaboration tools (e.g., ClickUp) is an asset
- Familiarity with website content updates is an asset

Other

- Must be eligible to work in Canada

Working Conditions

- Hours: 35 hours per week
- Hybrid work environment (remote with occasional in-office work at CUC offices in Toronto)
- Evening and weekend work will be required to support meetings and events.

Compensation & Benefits

- \$58,000/annually



- 3 weeks vacation, advancing to 4 weeks after 3 years of employment
- Up to 2 sick days per month
- RRSP pension matching with employer contribution up to 5% of salary
- Generous health benefits plan

To Apply:

Send a resume and cover letter to jobs@cuc.ca by August 21, 2026.

We will be interviewing qualified candidates beginning in mid-late August 2026.

Flexible start date, with a target of August 24, 2026.