



Office Administrative Coordinator

Full Time: located in Ottawa

Overview:

This position provides administrative assistance to the Executive Office, financial management support to the Bookkeeper and Development and Communication Specialist, and oversight for building supervision. The successful applicant will have a proclivity in managing multiple detailed tasks and enjoy experience in the financial reporting and administrative affairs of a busy non-profit organization. This position requires the ability to effectively undertake in-office responsibilities and to work effectively and cooperatively with staff in several settings. It requires strong interpersonal skills combined with excellence in undertaking detailed financial and administrative tasks.

Key Responsibilities:

Executive Office Support

- Arrange Board, and Board committee meetings with document preparation and logistics.
- Co-ordinate Executive Director travel schedules and manage travel expenses and receipts.
- Assist with the production of reports and communications with the Board.
- Assist the Executive Director with correspondence, schedules, contracts, and government required filings.
- Provide general administrative staff team support (as determined by Executive Director).
- Other tasks as required.

Financial Management Support

- In conjunction with the Bookkeeper and the Development and Communication Specialist, maintain financial operations of the organization in an effective, up-to-date, and accurate manner.
- Receive and pay invoices and forward all documentation for input by the Bookkeeper.
- Assist the Executive Director with the development of the annual budget.
- Prepare monthly reports for the Finance Committee and function as secretary to the Finance Committee.
- Track actuals against budgeted revenues and expenses.
- Provide cash flow reports and provide early alerts as needed to the Executive Director and Finance Committee.
- Prepare financial reports with reference to grants and mortgages, and assist program staff with budgets for grant applications as needed.



- Ensure salaries and RSPs are properly calculated, authorized, communicated, and inputted into Powerpay – our payroll provider, and send ROE's, T4s and RSP payments to staff when required.
- Ensure and maintain effective communication to the Executive Director and Finance Committee.
- Prepare the financial section of CPJ's annual report to members, including relevant commentary in consultation with the Treasurer. Assist the Executive Director in maintaining relations with mortgage lenders, providing relevant reporting.
- Manage banking arrangements, including updating of Directors and signing authorities.

- Prepare for and coordinate the annual audit.
- Prepare annual charitable information return (T3010).
- Coordinate all required reporting to government agencies (corporate filings, loans, grants etc.).

Oversight of Building Supervision

- Assist the Executive Director with all contracts and work related to the building such as mortgage, insurance, cleaning, ploughing and snow removal, contracts and arrangements with plumbers, electricians and other arrangements needed for maintenance and upkeep.
- Work with the Executive Director to ensure improvements for accessibility are contracted and implemented.
- Coordinate the purchase of office supplies or other purchases.

Place within the CPJ Team

- Responsible to the Executive Director.
- Works daily with the Executive Director and closely with the Bookkeeper and Development and Communication Specialist. Works with other staff members as required and participates in all staff team meetings. In addition, the successful candidate will interact and support volunteers and Board members as requested by the Executive Director

Qualifications

The successful candidate must:

1. Express commitment to CPJ's faith-based vision for public policy work and agreement with CPJ's core public justice documents.
2. Demonstrate a commitment to CPJ's interdisciplinary, intersectional, rights-based, anti-oppression framework for our research, advocacy, and internal policies.

**Job specific qualifications:**

1. Strong communicator – written, oral, interactive skills.
2. Strong organizational skills with an ability to plan ahead, define measurable objectives, and outcomes, and meet those objectives.
3. Bilingualism (English/French) will be a strong asset.
4. Relevant post secondary education or comparable experience.
5. Appropriate computer skills, use of MS Office, Dropbox and google suite in particular.
6. Ability/willingness to travel and to work flexible hours

Terms

- Full time
- Annual salary range: \$46,000-\$53,000 appropriate to the skill and experience level within our nonprofit salary framework
- Generous benefit and RSP package included.
- Please submit applications by email to the attention of Willard Metzger at jobs@cpj.ca. Applications must include the subject line: “Office Administrative Coordinator.” Cover letters should describe the candidate’s qualifications, skills, and relevant background.

CPJ’s team

CPJ’s team is a relatively small work community. As part of our commitment to equity and anti-oppression, we endeavour to create space for increased representation and power within our organization for individuals and communities in Canada disproportionately impacted by systemic oppression. We seek new persons whose lived experiences will contribute to our ongoing commitment to just policies and practices and who have the flexibility to thrive in a small office. This requires a certain measure of fluidity in job descriptions as circumstances change and as projects develop. We all pitch in to help each other as needed; celebrate special occasions together; and enjoy camaraderie around a common mission.