



Canadian Friends Service Committee (Quakers)

www.quakerservice.ca

Employment posting

Administration and Communications Associate

Location: Downtown Toronto, Ontario (St. George Subway Station)

Application Deadline: **Tuesday 4th September 2012, 9 am (eastern)**

Projected Start Date: **Monday 15th October 2012**

[Canadian Friends Service Committee](#) (CFSC) is the peace and service agency of [Quakers in Canada](#). CFSC is guided by a vision of a world in which:

- peace and justice prevail,
- the causes of war and oppression are removed,
- the whole of Creation is treated with respect,
- and individuals and communities are freed to reach their fullest potential.

CFSC believes that there is that of God in every person, which inspires transformative, practical expressions of love and care for all Creation including the alleviation of suffering, the promotion of justice and peace, and provision of education and research on these concerns.

Quaker service work is rooted in the daily practice of pacifism, integrity, truthfulness, equality, community, simplicity and, above all, love both in the objectives of our work and in the discernment with which we plan and deliver our work.

Qualifications:

Required:

- Post-secondary training in office administration and/or communications (or demonstrably related areas).
- 2 – 5 years related experience– administrative and/or communications fields.
- Computer literacy (PC and, secondarily, Mac) – Microsoft Office (Word, Excel, PowerPoint), FileMaker Pro or equivalent database program.
- Strong writing and copy-editing skills; able to communicate in a clear, accessible, balanced style.
- Strong organizational, visual, and communications skills.
- Experienced in use of social media and online communications tools (preferably for an organization).
- Able to identify issues and problems that need solving, using available resources to facilitate their resolution. Knows when to ask for help and/or directions.

- Able to effectively juggle multiple and conflicting priorities.
- Commitment to the vision, values and mandate of CFSC.

Desired:

- Knowledge of and experience using WordPress website software.
- Experience working for a charity or a not-for-profit agency.
- Achieves optimal results when confronted with conflicting priorities, obstacles and demands, and can be counted on to be a resourceful problem solver.
- Knowledge and experience of Quakerism an asset.

Main duties:

Communications

- Communications resources – assist in production, distribute resources, maintain subscriber lists.
- Website and social media – upload website content, ensure visual continuity, post information on social media as instructed.

Administration

- Donor relations – maintain donor base, process donations, assist in donor communications and fundraising tasks.
- Office support – Maintain office presence, order supplies, maintain file system, general correspondence.
- Board support – Provide administrative support before, during and after board meetings.
- Assists Finance Administrator as required with deposits, etc.

Personal attributes:

Required:

- Diplomatic, collegial, and a collaborative team player
- Analytical, detail-oriented and systematic
- Ability to multi-task and work independently
- Professional commitment to quality and accountability
- Ability to take initiative in daily duties and delegated tasks.

Full Job Description: Download it [here](#).

Compensation:

Position is 0.5 Full-Time Equivalency (17.5 work hours/week)

Starting salary range: \$18,500 – 21,000 (depending on education, relevant skills and experience). Annual performance increments plus cost of living increase.

Benefits: Health and dental package, etc.; RRSP matching (5%); salary increment for dependents; four weeks vacation.

How to Apply

If you have the skills required for this role, we welcome receipt of a cover letter, three references (1 personal, 2 work-related) and a resumé outlining your qualifications and interest in working for CFSC to hiring-committee@quakerservice.ca

No phone calls, please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

Canadian Friends Service Committee is an equal opportunity employer.