



Canadian Friends Service Committee (Quakers)

www.quakerservice.ca

Job Description: Administration and Communications Assistant

The Administration and Communications Assistant provides staff support to the administrative, communications, and fundraising functions of the Canadian Friends Service Committee.

The Administration and Communications Assistant works in close cooperation with the Financial Administrator and the General Secretary.

The Administration and Communications Assistant is accountable to the General Secretary, and through her/him to the board of CFSC.

Communications tasks

- Assists the General Secretary in the production of communications resources, such as *Quaker Concern* and the *CFSC E-Newsletter*.
- Distributes education and communications resources.
- Promotes new education and communications resources through social media, etc.
- Maintains subscriber lists for various CFSC E-lists.
- Posts and removes materials on the CFSC website as requested by other staff members; maintains the visual and textual continuity of the site in consultation with the General Secretary, and other staff as required.
- Cross-posts information about new web-based materials on CFSC's social media sites, such as Facebook and Twitter.
- Coordinates any mailings to Monthly Meetings, Worship Groups, etc.
- Works with the General Secretary in communications planning and other related assigned tasks.

Finance and Fundraising tasks

- Maintains donor database and records, and produces reports to analyze donor activity as requested by the General Secretary.
- Assists the General Secretary, as requested, in donor correspondence.
- Issues and mails tax receipts (with any donor correspondence).
- Sorts cheques, processes donations as requested by the Finance Administrator in her absence or during peak donor periods.
- Processes monthly Pre-authorized Withdrawals (PAWs) and adds lists to the Deposit Binder.
- Assists the General Secretary in the production and promotion of the Annual Appeal, including ensuring sufficient envelopes, donor cards and other inserts are available for the mail out.
- Works with the General Secretary on the follow-up mailing to donors from the previous donation year who did not respond to the Annual Appeal.

- Works with the General Secretary in contacting lapsed donors who have not contributed in the previous three-year period.
- Works with the General Secretary and Fundraising Committee on assigned tasks.
- Attends Fundraising Committee meetings.

Administrative tasks

Office support

- Keeps the office open during designated office hours (with support from other staff); receives phone calls and visitors referring them appropriately.
- Opens and distributes mail and electronic communications to appropriate persons.
- Maintains office supplies and oversees equipment maintenance.
- Maintains CFSC's filing system and ensuring staff have accurate file lists. Carries out the annual review of the administration files.
- Ensures administrative and finance computer files are backed up (minimum weekly) and arranges for one copy to be kept off site.
- Responds to general correspondence and requests for information about CFSC.

Organizational support

- Ensures that print copies of all Board, Executive, and Committee meeting (except Personnel) materials are printed and filed.
- As necessary, assists the General Secretary in distributing documents to committee members before (and after) Executive and Board Meetings and the Annual General Meeting of the Corporation.
- Responsible for the disposal, or transfer to the CYM archives, of inactive records, in consultation with the rest of the staff.
- Coordinates resource mailings to Monthly Meetings and Worship Groups.
- As required, supports hiring committees in the administrative aspects of the hiring process.

Board support

- Attends CFSC board meetings and provides on-site administrative and communications assistance during the weekend.
- Books meeting space as well as accommodation and meal needs for board and staff.
- Distributes notices of Board Meetings to all board members and staff at least six weeks before each Board Meeting, along with a registration slip and billeting request form.
- Contributes to staff report for Executive and Board Meetings.

Other

- Attends staff meetings and places items on the agenda as appropriate.
- Works with the General Secretary and/or Finance Administrator on other related assigned tasks.

Position Type: Half-time/0.5 Full-Time Equivalency (17.5 work hours/week)

July 5, 2012