



## **Canadian Friends Service Committee (Quakers)**

[www.quakerservice.ca](http://www.quakerservice.ca)

### **Employment posting: Office Assistant**

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

**Application Deadline** **Monday, December 7<sup>th</sup>, 9am (eastern)**

**Projected Start Date** **Monday, January 18<sup>th</sup>, 2016**

- Canadian Friends Service Committee (CFSC) is the peace and service agency of Quakers in Canada. We are looking for someone who is diplomatic, collegial, and a collaborative team player, detail-oriented, able to multitask, work independently and with others. Knowledge and experience of Quakerism is an asset.

#### **Main duties**

##### Administration

- Coordinates post and electronic mailing
- Maintains office supplies, equipment, and materials
- Maintains, files, and archives minutes and Committee documents
- Maintains office and storage area
- Coordinates logistics and document distribution for meetings, including hospitality
- Other administrative tasks as assigned

##### Finance

- Assists with maintenance of donor database and records
- Writes cheques and processes donations as directed
- Issues and mails tax receipts, thank you letters, and other donor correspondence
- Assists Finance Administrator as required

##### Communications and Fundraising

- Select social media and communications posts
- Other communications and fundraising tasks as assigned

#### **Compensation**

Position is 2 days/week (14 hours/week)

Starting hourly wage range: Competitive wage commensurate with education, relevant skills and experience.

#### **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 [cfsc@quakerservice.ca](mailto:cfsc@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.***