



QUAKERS

Canadian Friends
Service Committee

Employment Opportunity: CFSC Administrator

Canadian Friends Service Committee (CFSC) is the peace and social justice agency of The Religious Society of Friends (Quakers) in Canada. CFSC is a faith-based organization. CFSC works to alleviate suffering and develop transformative and sustainable approaches to human rights, justice, and peace.

The CFSC Administrator is a full-time position (35 work hours/week) based at the national office in Toronto. The CFSC Administrator is responsible for supporting CFSC's governance structures, fundraising, policy work, and strategic planning. The CFSC Administrator is accountable to the CFSC Clerk and the Executive Committee. Knowledge of Quaker business process is required. Preference will be given to Quakers or individuals with a strong background in Quaker business practices.

Compensation: for full-time position between \$51,000–\$56,700 annually, based on qualifications. CFSC offers a comprehensive benefits package.

Start date: September 2020. Currently, CFSC is not yet back in our office. Location of work to be determined with regard to health and safety protocols.

How to Apply

If you have the gifts and skills required, we welcome your submission including:

- Cover letter—please include your experience with Quaker business practice
- Three references (1 personal, 2 work-related)
- Resume outlining your qualifications and your interest/leading to serve as staff within CFSC

Please email your application package to jobs@quakerservice.ca. No phone calls, please. While we wish to acknowledge all applicants, only those selected for an interview will be contacted.

CFSC is using a name-blind resume screening process to reduce unconscious bias. Please ensure that your CV does not contain your name, gender, age, or photo. Please include a separate file with

your name and relevant contact information, so that if you're selected for an interview, we're able to contact you! This information (and your emails) won't be viewed by our hiring committee.

Application Deadline: 9 am (Eastern) on Monday, July 20, 2020.

Canadian Friends Service Committee is an equal opportunity employer.

CFSC Administrator Job Description

Relationship to Executive and Board of Directors

The CFSC Administrator is accountable to the Clerk and the Executive Committee, and through the Clerk, to the Board of Directors of CFSC.

General Duties

The CFSC Administrator is the staff person responsible for monitoring and following up with tasks on the Executive, Personnel, Nominations, and Board work plans, including ensuring that members of these bodies are aware of approaching deadlines, previous decisions, and required actions (e.g. staff performance reviews, naming of members to the Travel Management Team, etc.). The General Secretary performs this role with respect to the Finance Committee and financial tasks and deadlines for the Board.

Fundraising

- Works with the Communications Coordinator: to develop a fundraising plan for CFSC and a fundraising workplan from this fundraising plan; and to ensure that there is consistency in messaging.
- Researches potential funders and writes grant proposals.
- Develops and strengthens the relationship between CFSC and prospective, current, and lapsed donors (including Monthly Meetings) through visits, correspondence, and other means.
- Cultivates and works with Associates, staff, and the Board on specific fundraising tasks (Fundraising Associates are named by and accountable to Executive Committee).

Organizational Administration

- Supports the work of the Executive Committee and the Board.
- Attends educational seminars and otherwise monitors developments in charity law and corporate law (not-for-profits) to ensure CFSC's awareness of and compliance with regulations and good practices, informs the Board, committees, and staff about charity law, etc. as a part of CFSC fulfilling its mission and legal requirements.
- Oversees the revisions of the Policy, Organization, and Procedure Manual and ensures up-to-date versions are made available to staff and board members.
- Contributes to CFSC strategic plan and strategic plan reports.
- Carries out general office tasks together with other staff (answers phone calls; maintains orderly work files; maintains office equipment; prepares expense claims; monitors, distributes and responds to correspondence as appropriate; responds to requests and redirects requests as appropriate).
- Completes monthly time-sheets.
- Completes and circulates to their clerk/supervisor an annual work and professional development plan.
- If needed, assists the Clerk/supervisor in facilitating communications with committee members and associates.

- Advises all potential CFSC board members (in collaboration with the Nominating Clerk) and staff that, given the Anti-Terrorism Act, the Canadian Service Intelligence Service may carry out a security check on them.
- If requested, serves on the Travel Management Team.

Meetings and minutes

The Administrator attends meetings of the Executive Committee, the Board of CFSC, and the Annual General Meeting and ensures that complete minutes are taken, distributed, filed, and archived in a timely manner.

The Administrator passes on items to the Clerk from Board members, committees, staff, as well as other items that they think should be on the next Executive Meeting or Board Meeting Agenda. If so delegated, the Administrator prepares the Board and/or Executive Meeting Agenda for the Clerk.

Monitoring and Evaluation

- Together with the Communications Coordinator, supports the work of the Board in the development of strategic plans, as well as tracking, reporting on, monitoring, and evaluating the CFSC strategic plan.
- Prepares reports for consideration by the Board about lessons learned from monitoring and evaluation.

Personnel Administration

- Provides staff support to CFSC Personnel Committee.
- Monitors employment law and regulations required of employers, and human resources management best practices, and raises up areas of concern, education, or action with Personnel Committee and CYM Personnel Policy and Practices Committee.
- Undertakes responsibilities and tasks assigned by Personnel Committee to ensure both compliance with CFSC's responsibilities as an employer, and the support of its staff and committees.

Relationship with Canadian Yearly Meeting

- Maintains relationship with the Canadian Yearly Meeting Office.
- Coordinates the Annual Report and Reporting and Clearness to Canadian Yearly Meeting.
- Attends Canadian Yearly Meeting sessions as required or as directed by Clerk/supervisor.

Other

- Undertakes program support work as needed in consultation with program committees and the CFSC Clerk.
- Assists Nominating Clerk.
- Staff meeting coordination, clerking, and staff liaison with Personnel Committee.
- When unexpected situations arise, assists with supporting other staff when they are out of the office or have asked for assistance, by immediately consulting with the staff person (if available) and meeting with the remaining staff to determine and implement the best course of

action. Before leaving the office for a vacation or work, ensures that anticipated work has a plan of action; at times this may entail making arrangements with another staff person to take care of specific pieces of work.

- Other tasks as assigned by clerks/supervisors or delegated for office coordination. Significant additional work assignments are to be communicated to the Personnel Committee by the clerk/supervisor.