



**Role: Administrative Assistant**

Organization: Canadian Association of Elizabeth Fry Societies (CAEFS)

Application Deadline: Until position is filled

Start Date: November 2021

Location: Remote

Type of Position: Full time; 1 year contract with the possibility of renewal, subject to funding

**What You Will Be a Part of**

The Canadian Association of Elizabeth Fry Societies (CAEFS) is a national non-profit dedicated to addressing and advancing the human rights issues impacting criminalized women, trans, non-binary, and Two Spirit people – particularly those who are federally incarcerated

CAEFS also facilitates network-wide collaboration, learning opportunities, and thought-leadership for our 24 local member societies. CAEFS represents our membership on a national and federal level, advocating on the issues that are important to them, their service-users, and the broader community.

**Description & Details**

You will be joining our national team, reporting to the Executive Director. This dynamic position supports the overall functioning of the organization. You will provide a full range of specialized administrative support to assist the work of the national office, and particularly the Executive Director.

**What You Will do:**

**(1) Office Administration**

- Provides administrative support to the national office
- Coordinates internal and external standing meetings, and other meetings as required
- Supports with planning and books Executive Director's travel
- Prepares agendas, takes/transcribes minutes and follows-up on action required.
- Coordinates the development and implementation of administrative standards and procedures
- Coordinates regional toll-free advocacy lines

**(2) Communication Coordination and Support**

- Receives and provides initial response including initial data collection related to telephone calls, email and correspondence from the public, network, and other stakeholders and refers for appropriate action.
- Prepares and co-ordinates day-to-day internal communication material
- Monitors CAEFS social media platforms



- Supports the maintenance of CAEFS website

### (3) Reporting and Record-Keeping

- Administers, prepares, processes and composes documents and routine reports
- Tracks reporting and funding deadlines
- Develops, operates and maintains an effective record keeping and digital filing system

### (4) Financial Tracking and Liaising

- Liaise with bookkeeper to support timely reimbursement
- Support bookkeeper with coding and reconciliation of financials
- Cheque preparation, deposits, and other day-to-day banking tasks – as required

## What We are Looking For

Our ideal Administrative Assistant:

- Dedicated to upholding and forwarding the rights of criminalized women, trans, non-binary, and Two Spirit people within an anti-oppressive, anti-racist, intersectional feminist, abolitionist framework
- Committed to a collaborative, strengths-based approach to working with criminalized women, trans, non-binary, and Two Spirit people
- Expert organization and written communication skills, with attention to detail
- Ability to work remotely between the hours of 9:00 am – 5:00pm EST, with occasional evening / weekend work
- Proficient in online collaborative tools, including Office365 and ZOOM
- Comfortable posting to a variety of social media platforms and utilizing WordPress
- Takes initiative and is self-motivated
- Thrives in a face-paced and small team setting
- 2+ years of experience working as an administrative assistant, preferable in the non-profit sector
- Someone who has lived experience of incarceration, especially in federal prison
- Trans, non-binary, Two-Spirit, and/or a woman
- Fluency in French
- Eligible to work in Canada

## **Classification / Salary / Benefits:**

\$23 -\$26 hour (depending on experience), 35 hours per week, 1-year contract, with possibility of renewal. Comprehensive benefits and vacation package provided.

## **How to Apply:**

Please send a cover letter and resume to [admin@caefs.ca](mailto:admin@caefs.ca) with the subject: ADMINISTRATIVE ASSISTANT. This is a rolling deadline – applicants will be interviewed on an ongoing basis until the position is filled.

***We want our advocacy teams to reflect the diversity of people that we advocate for. Black and Indigenous women, trans, non-binary, and Two Spirit people are strongly encouraged to apply.***

