



## JOB POSTING

<b>Title:</b>	<b>Administrative Assistant</b>
<b>Type:</b>	Permanent Full Time
<b>Reporting to:</b>	VP, Programs & VP, People
<b>Direct Reports:</b>	None
<b>Location:</b>	Flexible (see below)

*Our office is in North York however, we continue to work from home/remotely during these unprecedented times. We hope to be back in our office space at some point in the future however we are choosing to be ultra-safe out of respect for the health and well-being of our employees.*

**Canadian Feed The Children (CFTC) – proudly and independently Canadian since 1986 – works to unlock children’s potential through community-led action in Canada and around the world. CFTC delivers development programs through local partners that have positive, meaningful, and sustained impact on children’s lives and on the self-sufficiency of their families and communities. We proudly work with 26 Indigenous communities in Canada along with, partners in Uganda, Ghana, Ethiopia and Bolivia. If you share our passion for bettering children’s lives, and you thrive in a collaborative, values-based culture please consider applying for this role.**

### **About this Opportunity:**

We are seeking an exceptional administrative assistant who thrives on organizing, planning, coordinating, and taking the initiative to complete multi-step administrative processes in an accurate and timely manner. Your focus will primarily be (70% of the time) to support our Programs team (Canada and International) which means staying keenly aware of country office priorities, partner activities, program reports, fund transfer payments, expenses, contracts and deadlines. In addition, about 30% of your time will be to support the VP, People with a wide range of human resources responsibilities including the clerical and administration tasks related to recruitment, orientation, culture and engagement, policies, training, health and safety, legislative compliance, preparing Board committee documents, expense payment preparation, etc.

This role acts as the central hub for keeping all administrative and clerical activities aligned with operational needs. Your ability to tie it all together means you also understand that the human resources, fundraising and finance teams are essential to supporting our high-quality programs. We are a smaller, agile and dynamic team and so you should excel in an environment where everyone knows the importance of pitching in to achieve our mission to unlock children’s potential through community-led action in Canada and around the world. Here are some of the activities and responsibilities for this role:

- Take ownership of administrative processes which are essential for our program delivery, project-support, country strategies, funding proposal development and the program matrix, while regularly liaising with head office and country office staff.
- Accurate administrative support for the review of partner budgets, preparation of the transfer documents for partners and review with the finance team, track partner notification to ensure timely receipt of reports, prepare and keep track of contracts with partners.

- Supports the compilation, assessment, editing and finalizing of documents, plans, budgets, reports, concept notes, proposals, etc.
- Be on top of scheduling for the team, setting up meetings via video conferencing with our country office staff, coordinate calendars, meetings, take electronic minutes and follow up on action items and deliverables.
- Assist with the coordination and planning of workshops and events.
- Provide administrative support with institutional funding initiatives including, maintaining documents for Global Affairs Canada, assist with the submission of proposals and supporting documents.

**About you:**

- Advanced skills with MS Office suite including Excel, Word, and PowerPoint. Competence with online video conferencing and chat platforms.
- Able to manage multiple priorities, ensuring accuracy while meeting deadlines.
- Strong aptitude for tracking, checking and reconciling expense reports combined with financial competence (i.e. you really enjoy numbers).
- Great people skills, ability to build rapport, effectively listen, reflect, and respond while making a value-added contribution to our culture.
- Exceptional ability to understand how it all fits together and then, to plan, organize and administer tasks and activities effectively and efficiently.
- An approach that is flexible, adaptive, creative, and always looking for improvements.
- Self-direction, initiative, and the proven ability to take ownership of processes, seeing activities through to proper completion.
- Strong attention to detail and high degree of accuracy, ability to manage conflicting priorities, competent in handling ambiguous and confidential information, sound judgment and decision-making skills.
- Previous administrative experience and skills which will transfer into this role with ease.
- For now, you must be able to work effectively from home, have high speed internet and access to a phone (for times when we are not using video-chat/conferencing).
- The desire to achieve our mission while having fun.

***Interested?*** Please submit your resume and covering letter to: [\*\*jobs@canadianfeedthechildren.ca\*\*](mailto:jobs@canadianfeedthechildren.ca)

*Please indicate **the name of the position in the subject line**. We thank all applicants for their interest however only those under consideration will be contacted. Our recruitment process begins as soon as applications are received. This position will remain open until the successful candidate has been selected.*

*Canadian Feed The Children is committed to creating a diverse and equality-based environment. We are committed to ensuring a barrier-free, accessible and inclusive work environment. We welcome and encourage applications from all people. Upon individual request, we will endeavour to remove any barrier to the hiring process to accommodate candidates with disabilities. Please inform us should accommodation be required at any point during the recruitment and selection process.*