



JOB POSTING

Title: Administrative Assistant- Summer Jobs Program
Type: Temporary (up to 16 weeks), Full-time (35 hours per week)
Location: Flexible (see below)

Canadian Feed the Children's vision is a world in which children thrive, free of poverty. For over 25 years, CFTC has been working with local partners in Uganda, Ethiopia, Ghana, Bolivia, and with 26 Indigenous communities in Canada, to deliver programs that have positive, meaningful, and sustained impact on the health, education and well-being of children and the self-sufficiency of their families and communities. 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.

Our head office is in North York however and we offer hybrid working arrangement.

About this Opportunity

Canadian Feed the Children ("CFTC") has a Canada Summer Jobs opening in **June or early July 2022** (up to 16 weeks) for a tech savvy, collaborative and organized applicant. As an Administrative Assistant, you will provide comprehensive administrative support and coordination in support of CFTC's strategic planning process and governance at CFTC. In this role, you may also provide administrative support to other departments at CFTC.

This position is made possible largely due to the Canada Summer Jobs (CSJ) grant, an initiative of the Summer Work Experience program. One of the priorities of the program is to support employers who intend to hire youth in underrepresented groups. Preference for this position will be given to an applicant who self-identifies as being part of an underrepresented group:

- Indigenous youth
- Visible minorities/ racialized youth
- Newcomer/refugee youth

To be eligible, a participant must:

- Be between 15 and 30 years of age at the start of employment;
- Be a Canadian Citizen, permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act *and*;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Summary

The Administrative Assistant will be responsible for providing administrative and governance support to the CEO and the Executive Assistant to the President & CEO and Board Governance Coordinator as needed. The assistant will also support CFTC's strategic planning process. The Administrative Assistant will report to the Executive Assistant and Board Governance Coordinator. They will manage agendas and play an integral role in organizing various forms of data and creating documents. They will juggle multiple competing priorities and assist in the implementation of diverse projects. Other responsibilities will include scheduling meetings and appointments, preparing documents and reports, maintaining databases, assisting with events, and other tasks as assigned.

We are looking for a candidate who enjoys working within an environment that is mission-driven, results-driven, and community oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, and will possess strong written and verbal communication, administrative, and organizational skills.

Areas of Responsibility

- Provide comprehensive administrative and support services to the CEO and Executive Assistant to the President & CEO and Board Governance Coordinator.
- Support day-to-day coordination of strategic planning and other projects and initiatives.
- Assist with management of project schedules by making updates and communicating timelines with the working team and follow up on outstanding tasks.
- Prepare and edit correspondence, presentations, reports, and memos.
- Provide calendar management and prioritize inquiries and requests.
- Organize meetings and events, retreats, various board meetings, and other logistics.
- Attend meetings and take minutes.
- Various data entry duties as needed.
- Help with file organization and records keeping.
- Assist in other administrative tasks as needed.
- Other tasks as assigned.

Ongoing compliance with CFTC policies is a condition of employment and a requirement of this position. These policies include but are not limited to child protection, confidentiality, respect in the workplace and code of conduct.

Qualifications & Competencies

- Related experience and some education (post-secondary) in any of the following or related field: Business Administration, Office Administration, Project Management, Business and Development.
- Previous experience working in non-for-profit and/or international development is a plus.
- Excellent written and communication skills.
- Proficiency with the Microsoft Office, including Outlook, Word, Excel, Forms and PowerPoint is required.
- Strong organizational and planning skills; and excellent problem-solving and analytical skills.
- Willingness to work flexible hours, as may be required.
- Sound judgement and ability to maintain confidential information.
- Ability and willingness to demonstrate the CFTC values in every aspect of work.
- Ability to multitask and handle a variety of requests simultaneously.
- Ability to work independently.
- Proven experience and ability to manage agenda.

- High degree of tact, diplomacy, and ability to deal with a variety of stakeholders in a discreet professional manner.

How to apply:

Please quote the position title in the subject line.

Please submit your resume and cover letter by **June 8, 2022: jobs@canadianfeedthechildren.ca**

We thank all applicants for their interest however only those under consideration will be contacted.

Canadian Feed The Children (“CFTC”) is an equal opportunity employer. We encourage and welcome applications from qualified applicants reflective of the diverse population we serve including members of visible minorities, Indigenous Peoples, persons with disabilities, and persons of any sexual orientation or gender identity. Accommodations are available on request to the People and Culture department throughout the recruitment and employment process.