

OFFICE COORDINATOR - Job Description

This is a half time position, accountable to CYM General Secretary-Treasurer

Required Skills and Qualifications

- 2 or more years' office administration experience, non-profit experience preferred.
- Proficient in a variety of computer software applications including Microsoft Office Suite (Word, Excel, Outlook, and Access) and Google Suite; basic experience with Wordpress an asset;
- Knowledge of mass email/CRM software such as MailChimp, CyberImpact, Constant Contact or a similar program or an ability to quickly learn such systems;
- Excellent communication skills, both verbal and written, in English; language skills in French and other languages spoken in Canada an asset;
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multi-task and prioritize workload;
- Detail-oriented, patient, reliable, and conscientious;
- Self-starter and problem-solver with ability to identify problems, develop solutions independently or collaboratively as appropriate, and effectively implement and assess the efficacy of chosen solutions;
- Ability to work both independently (with creativity and proactivity) and as part of a team;
- Knowledge of financial administration and fundraising ethics and best practices;
- Knowledge of IT system troubleshooting, maintenance, procurement, and budgeting an asset;
- Experience working appropriately with confidential personal data, e.g. in a fundraising context, an asset;
- Experience with fundraising administration in a Canadian charity (including tax receipting and CRA compliance) an asset;
- Experience working in volunteer-led organizations an asset;
- Experience with socially progressive faith-based contexts as asset;
- Volunteer coordination and/or customer service experience an asset;

Administration support

- Ensure the organization and effective operation of the Ottawa office.
- Co-ordinate with the CYM General Secretary-Treasurer, the Communications Coordinator and CYM Accountant to facilitate information flow throughout the organization.
- Maintain files and organize computer files and backups.
- Ensure functionality of the telephone system.
- Liaise with the mailing house, Canada Post account, etc. in support of mailed publications
- Receive and refer financial assistance requests to the relevant CYM body or committee.
- In collaboration with the Communications Coordinator, maintain the CYM database (The Canadian Friend mailing list, Friends Serving CYM, CYM Committee members and clerks, CYM Directory, Monthly Meeting and Worship Group lists, Representative Meeting list, Meeting of All Clerks list, donor lists, etc.)

- In conjunction with the Communications Coordinator, provide administrative support to education and outreach initiatives by CYM committees e.g. online registrations, communications with participants, evaluations, etc.

Financial Administration

- Receive cheques and donations (in all the formats), record them in a database, send acknowledgements, charitable tax receipts, and thank you letters, as appropriate, and send information to the CYM accountant.
- Forward invoices to appropriate persons for approval and payment.
- Mail out signed cheques.
- Update annual charitable tax receipt format in accordance with CRA requirements.
- Make deposits to the bank and communicate with the accountant.
- Arrange for printing and mailing of annual appeal letters and updates of the CYM directory.
- Manage petty cash.
- Work with the CYM accountant regarding year-end closing and audit with respect to donations, banking and petty cash.

Communication Support

- Forward announcements to communications coordinator, monthly meetings and CYM committees, and others, as requested.
- Forward information as requested from CYM database.
- Schedule online meetings (e.g. zoom), update the CYM calendar on quaker.ca/business, and send the connection info to participants.
- Solicit reports from Monthly Meetings and CYM Committees for annual CYM documents (currently referred to as 'Documents in Advance').
- Receive, organize, prepare and distribute documents for CYM-in-session and Representative Meeting, including uploading them to quaker.ca.
- Work with CYM clerks and recording clerks for completion, formatting and posting of the CYM and Representative Meeting minutes.
- Provide support for distribution of *The Canadian Friend*.
- Forward inquiries, phone messages, email, and mail to appropriate CYM body or person.