

Job title: Canadian Yearly Meeting Secretary

Purpose: The role of the CYM Secretary is to foster the growth and deepening of Quakerism within Canadian Yearly Meeting (CYM) through supporting and enhancing the work of CYM Clerks and committees.

Accountability: The CYM Secretary is accountable to Representative Meeting through Clerks' Committee. CYM Clerks will provide direct supervision/support.

Hours of work: this is a full time position of 35 hours a week. The hours worked are flexible responding to CYM activities. Generally office hours are Monday to Friday, 9 to 5, ensuring that the office is available to all time zones.

Site of work: The site of work generally is the CYM office (currently in Ottawa) or out of the employee's home. As the work includes travel during the year to venues of various meetings and events, the sites of those meetings also serve as work sites.

To support and enhance the work of Canadian Yearly Meeting, working collaboratively with members, committees and staff

- To foster information flow within Canadian Yearly Meeting:
 - To facilitate effective information flow and resourcing of CYM Clerks, including attending Clerks' Committee meetings.
 - Assisting the Clerks to have a sense of the pulse of the CYM—identifying potential challenges and working with the Clerks on resolutions.
 - To coordinate responses to correspondence received in the CYM office.
 - To coordinate effective information flow with the Office Administrator and Bookkeeper, including information regarding publications, finance and fund raising.
- To work with Canadian Young Friends and CYF Yearly Meeting on effectively connecting YFs across Canada and with CYFYM to create resources for youth engagement and outreach.
- To work with Education and Outreach Committee: to attend its meetings and staff it to enable E&O to effectively implement its decisions.
- To undertake travel within CYM:
 - To attend regional Friends' gatherings.
 - To visit Monthly Meetings and Canadian Young Friends Yearly Meeting
- To support CYM in Session and Representative Meeting
 - To attend CYM in Session, supporting the work of Clerks and Agenda Committee.
 - To attend Representative Meeting, supporting the work of the Clerks

To Support the Infrastructure of Canadian Yearly Meeting

- Finance
 - To attend Finance Committee meetings

- To support the work of the Finance Committee including maintaining timely information with respect to the budget and financial status of CYM.
- Human Resource Management
 - To work with Young Friends with the staffing structure of their choice.
 - To coordinate with the Human Resources consultant to implement the CYM Personnel Policy in CYM

Qualifications:

- Knowledge of and/or experience in Quakerism, or capacity to adapt and be comfortable in Quaker culture/spiritual context
- Experience in key responsibility areas of: coordination and facilitation of people; communication and outreach; finance; and human resource management and administration.
- The ability to work collaboratively with others to achieve goals.
- Strong organizational skills with ability to support and prioritize tasks and people's needs.
- Strong presentation and communication skills, both written and oral. Spoken French an asset.
- Computer proficiency and MS office skills. Familiarity with social media tools an asset.
- Degree or diploma in a related field or relevant experience
- Able to work flexible work schedule including some evenings and week-ends
- Able to travel across Canada
- Ideally knowledge of Canadian Yearly Meeting, its constituent Meetings, Committees and other Bodies
- Experience in small non-profit sector an asset
- Conflict analysis and reconciliation skills an asset
- Ability to reside in Ottawa preferred: an applicant located outside the Ottawa area should describe a plan to work effectively with the Ottawa office.