

**Job Posting: Canadian Yearly Meeting Secretary**

Canadian Yearly Meeting of the Religious Society of Friends (Quakers) is both an annual event and a year-round working body of Quakers in Canada. The position combines an opportunity for strengthening bonds among Canadian Quakers and for working on projects of national scope. (Refer to website for more detail: [www.quaker.ca](http://www.quaker.ca))

Canadian Yearly Meeting (CYM) is seeking a CYM Secretary to foster the growth and deepening of Quakerism within CYM through supporting and enhancing the work of CYM Clerks and committees. The position has a term of 3 years, with the possibility of renewal.

**Position Overview:**

Reporting to the CYM Clerks, the CYM Secretary will:

- understand, support and coordinate the effective flow of information across multiple committees and partners within CYM
- identify communication challenges and work with others to facilitate solutions
- facilitate the work of CYM committees and Canadian Young Friends Yearly Meeting
- actively participate in financial and human resource management activities which enhance and support the CYM infrastructure

**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.

**Remuneration: salary range \$56,700 - \$62,000**

Salaried position based on 35-hour work week with pension contributions, health coverage and generous vacation benefits.

Please respond with your resume and cover letter to Charity Village  
(<https://charityvillage.com/jobs/find-jobs.aspx>)

We thank all applicants for their interest and will acknowledge all applications.

**Possible Questions for applicant filter:**

Do you have work or volunteer experience coordinating committees and individuals with different perspectives to work cohesively?

Do you have work or volunteer experience reading and interpreting financial statements for management purposes?

Do you have work experience in human resource management at a leadership level?

Are you proficient reading, writing and presenting in English?

What would you consider to be your level of computer proficiency?

What would you consider to be your strongest assets for this position?

Do you have experience working in a small not for profit?

Do you have a degree or diploma related to the position? If so, what is the subject area?

Are you able to travel to Meetings across Canada?