

Canadian Yearly Meeting of the Religious Society of Friends

Office Coordinator job description

This is a part-time position based in Ottawa, accountable to the General Secretary-Treasurer (G S-T) of the Canadian Yearly Meeting of the Religious Society of Friends.

Required Skills and Qualifications

- College diploma in Business Administration or related discipline, or equivalent experience.
- Two or more years of experience in providing support for the maintenance of an office, non-profit experience preferred.
- Excellent verbal and written, in English; language skills in French and other languages spoken in Canada an asset.
- Proficient in computer software applications including Microsoft Office Suite, Google Suite, Zoom, and CRM database software: basic experience with QuickBooks, Wordpress, and accounting apps such as Dext, Plooto an asset.
- Exceptional organizational abilities and time management skills; ability to meet deadlines, multi-task and prioritize workload.
- Detail-oriented, patient, reliable, and conscientious.
- Ability to work both independently (with creativity and proactivity) and as part of a team.
- Knowledge of basic financial administration practices.
- Experience with fundraising administration in a Canadian charity (including tax receipting and CRA compliance); fundraising experience and best practices an asset.
- Tech savvy with knowledge of IT system troubleshooting, maintenance, procurement, and data management logic an asset.
- Knowledge of privacy rules is an asset.
- Experience working in volunteer-led organizations is an asset.

Office Support

- Ensure the organization and effective operation of the Ottawa office by managing office supplies and equipment and researching equipment replacement options when needed.
- Ensure regular backups of CYM computer files and work with IT support to problem solve any technical problems.
- Maintain and organize paper and digital files according to CYM protocols and guidelines.
- Provide the public face for all inquiries by answering the phones, monitoring and responding to requests and correspondence (email or mail) and redirecting as appropriate to the CYM body or person.
- Open and process all mail.

- Maintain office operations manual, calendar and reminders.
- In collaboration with the Communications Coordinator and G S-T, maintain the CYM database that serves several purposes (fundraising, communications, directory, mailings, events, Friends Serving CYM, Monthly Meeting and Worship Group lists, etc.).

Financial Support

- Scan and upload invoices for processing and send them to the appropriate persons for approval and payment.
- Process donations in different formats including cheques, prepare donation reports from CRM database and other platforms and send relevant information to the G S-T.
- Work with the G S-T to ensure that all donations are sent acknowledgements and charitable tax receipts, as appropriate and assist with tracking and reporting.
- Responsible for bank deposits and other banking transactions as needed and communicating relevant information to the G S-T.
- Arrange for printing and mailing of fundraising appeals.
- Manage petty cash.
- Work with the G S-T regarding year-end closing and audit with respect to donations, banking and petty cash.

Communication and Program Support

- Solicit reports from Monthly Meetings and CYM Committees for annual CYM documents.
- 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.
- Forward announcements and information to relevant CYM team, monthly meetings and CYM committees, and others, as requested.
- In conjunction with the CYM team, provide support for meetings, events, education, and mailings by CYM (e.g. online registrations, evaluations, liaising with the mailing house and Canada Post, etc.).
- Schedule online meetings (e.g. zoom), update the CYM calendar on quaker.ca/business, and send the connection info to participants.
- Responsible for the transfer to archives of relevant minutes and documents on an annual basis.
- Send out CYM epistle to Friends World Committee for Consultation for other yearly meetings.

Other tasks as assigned by the G S-T.