



Role: Administrative Assistant

Organization: Canadian Association of Elizabeth Fry Societies (CAEFS)

Application Deadline: Until position is filled

Start Date: November 2021

Location: Ottawa, Ontario or Gatineau, Quebec

Type of Position: Full time; 1 year contract with the possibility of renewal, subject to funding; 90% remote work with some in person responsibilities.

What You Will Be a Part of

The Canadian Association of Elizabeth Fry Societies (CAEFS) is a national non-profit dedicated to addressing and advancing the human rights issues impacting criminalized women, trans, non-binary, and Two Spirit people – particularly those who are federally incarcerated

CAEFS also facilitates network-wide collaboration, learning opportunities, and thought-leadership for our 24 local member societies. CAEFS represents our membership on a national and federal level, advocating on the issues that are important to them, their service-users, and the broader community.

Description & Details

You will be joining our national team, reporting to the Executive Director. This dynamic position supports the overall functioning of the organization. You will provide a full range of specialized administrative support to assist the work of the national office, and particularly the Executive Director.

What You Will do:

(1) Office Administration

- Provides administrative support to the national office
- Coordinates internal and external standing meetings, and other meetings as required
- Supports with planning and books Executive Director's travel
- Prepares agendas, takes/transcribes minutes and follows-up on action required.
- Coordinates the development and implementation of administrative standards and procedures
- Coordinates regional toll-free advocacy lines

(2) Communication Coordination and Support

- Receives and provides initial response including initial data collection related to telephone calls, email and correspondence from the public, network, and other stakeholders and refers for appropriate action.
- Prepares and co-ordinates day-to-day internal communication material



- Monitors CAEFS social media platforms
- Supports the maintenance of CAEFS website

(3) Reporting and Record-Keeping

- Administers, prepares, processes and composes documents and routine reports
- Tracks reporting and funding deadlines
- Develops, operates and maintains an effective record keeping and digital filing system

(4) Financial Tracking and Liaising

- Liaise with bookkeeper to support timely reimbursement
- Support bookkeeper with coding and reconciliation of financials
- Cheque preparation, deposits, and other day-to-day banking tasks – as required

What We are Looking For

Our ideal Administrative Assistant:

- Dedicated to upholding and forwarding the rights of criminalized women, trans, non-binary, and Two Spirit people within an anti-oppressive, anti-racist, intersectional feminist, abolitionist framework
- Committed to a collaborative, strengths-based approach to working with criminalized women, trans, non-binary, and Two Spirit people
- Expert organization and written communication skills
- Ability to work remotely
- Proficient in online collaborative tools, including Office365 and ZOOM
- Comfortable posting to a variety of social media platforms and utilizing WordPress
- Takes initiative and is self-motivated
- Thrives in a fast-paced and small team setting
- 2+ years of experience working as an administrative assistant, preferable in the non-profit sector
- Someone who has lived experience of incarceration, especially in federal prison
- Trans, non-binary, Two-Spirit, and/or a woman
- Fluency in French
- Recurrently residing in Ottawa, Ontario or Gatineau, Quebec

Classification / Salary / Benefits:

\$23 - \$26 hour (depending on experience), 35 hours per week, 1-year contract, with possibility of renewal. Comprehensive benefits and vacation package provided.

How to Apply:

Please send a cover letter and resume to admin@caefs.ca with the subject: ADMINISTRATIVE ASSISTANT. This is a rolling deadline – applicants will be interviewed on an ongoing basis until the position is filled.

We want our advocacy teams to reflect the diversity of people that we advocate for. Black and Indigenous women, trans, non-binary, and Two Spirit people are strongly encouraged to apply.

CANADIAN ASSOCIATION OF ELIZABETH FRY SOCIETIES (CAEFS) • 190 Bronson Ave. Ottawa, Ontario K1R 6H4



(613) 238-2422



1-800-637-4606



admin@caefs.ca



www.caefs.ca