

www.womensupportnetwork.ca
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905.895.7313
1.800.263.6734



women's support network
of york region

Réseau de soutien pour les femmes
de la région de York

Job Posting

Women's Support Network of York Region (WSN) is the rape crisis/sexual assault centre in York Region. We are a feminist, non-profit organization that provides support to survivors of sexual violence and sexual exploitation for the purpose of human trafficking. WSN is situated, in Newmarket, on the traditional territories of the Wendat, the Haudenosaunee, and the Anishinaabe peoples whose presence here continues to this day. We honour and acknowledge this land and its people.

Job Title: Administration & Finance Coordinator

Terms: Full-time permanent, 37.5 hours weekly M-F, occasional evenings and weekends
Available to work onsite at WSN's office in Newmarket M-W and from a confidential home office Th-F to accommodate WSN's current hybrid work model.

Salary: \$43,000.00 - \$47,450.00 per annum, plus benefits

The Administration & Finance Coordinator reports to the Executive Director and works in co-operation with the staff of the WSN.

Major Responsibilities include:

Administration

- Maintain up-to-date staff policies, onboarding procedures, employment contracts and salaries, benefits, leaves and holiday records
- Co-ordinate all annual general meeting and volunteer appreciation logistics, including but not limited to, support to management, bookkeeping, the Board of Directors, invitations, guest lists and attending to provide administrative and/or host support for in-person or virtual meetings
- Monitor reporting requirements to ensure compliance
- Assist the Executive Director with reports as required for Board Meetings, Annual General Meetings and funder requests
- Triage inquiries that come through main office telephone lines and email accounts
- Maintain and ensure that WSN's institutional files are backed up and secured
- Maintain office environment and welcome visiting guests and members
- Manage staff technology needs (telephone, internet, computers etc.)
- Oversee the scheduling of volunteers on WSN's 24-hour crisis line
- Oversee WSN's Bingo fundraiser (Sundays 2:45-5pm, Bingo World in Newmarket), including scheduling and training bingo volunteers, and acting as a backup to fill vacant/cancelled shifts, and ensuring WSN's compliance with the Ontario Lottery and Gaming/Ontario Charitable Gaming Association policies and procedures.

Finance

- Assist in preparing all supporting information and schedules for the annual audit
- Manage all contracts, leases and other financial commitments with funders, vendors, partners, property manager and donors
- Control and manage petty cash and the purchase order system
- Ensure that finance files and storage systems (physical and electronic) are appropriately secured
- Ensure compliance with respect to submission of timesheets to allow for payroll processing
- Maintain charitable donation records and prepare charitable receipts
- Work with the Bookkeeper and Executive Director to monitor reporting requirements to ensure

compliance and prepare accurate claims to funders based on grant and contribution agreements

Special Conditions

- Undertake special projects and other related duties consistent with the organization's objectives as assigned.

Key Qualifications:

- A minimum of two years experience providing administrative and financial support in a not-for-profit environment delivering direct services
- Demonstrated experience working from an integrated anti-racist, feminist, anti-colonial and anti-oppression framework
- Demonstrated knowledge of issues affecting marginalized groups e.g. sexual trauma, poverty, mental health, and addictions
- Excellent organizational, time management, conflict management and interpersonal skills
- Excellent oral and written communication skills
- Demonstrated experience preparing a range of office communications, funding reports, board materials, minutes, and responses
- Proficiency in a variety of computerized applications including database management, filing/tracking and an ability to use MS Office (Excel, Word, PowerPoint), Google Suite (including Gmail, Google docs, sheets, and Meet) and Zoom Business Edition (meetings and presentations)
- Ability to develop and grow relationships and communicate (verbal and written) with key stakeholders, including volunteers, staff, donors, agencies, government and funders
- A team player with the ability to work collaboratively and motivate others (e.g. staff and volunteers) to achieve goals
- Skilled multi-tasker with strong organizational, time management, prioritizing and problem-solving skills
- Strong ability to work in a fast-paced environment, independently and with minimal supervision
- Experience providing support to the executive director, board of directors, and committees
- Experience working with accounting systems such as QuickBooks and CRM software e.g. Salesforce, is an asset
- French/English bilingualism is an asset; a second language other than English and French is an asset
- A reliable vehicle, valid driver's license, and insurance is required.
- Related post-secondary education or equivalent education and experience.

This position will remain open until it is filled.

Please submit a cover letter and resume to:
Jackie Benn-John, Executive Director at
jbennjohn@womenssupportnetwork.ca

Accommodation requests will be considered for candidates taking part in all aspects of the selection process. Only applicants selected for an interview will be contacted. WSN is committed to a staff team that reflects the diversity within the community. We encourage Indigenous, Black, women of colour, immigrant women, differently abled, francophone, lesbian, bisexual, nonbinary and trans women to apply.