
POSITION: Administration Coordinator

Job term:	Full-time, 1 year contract (possibility of renewal)
Start date:	April-May, 2018
Locations:	Toronto
Closing date:	April 13
Compensation:	\$37,000 - \$47,000 + benefits
Requirements:	2+ years administrative experience

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth across Canada for over nine years through exchange programs, youth leadership development, educational workshops in schools, and national gatherings.

Your impact

Reporting to the Operations and Finance Manager, we are seeking a candidate to provide administrative and finance support in our Toronto office and, remotely, for our national team, which includes offices in Saskatoon and Montréal and more than 60 volunteers.

- Track expenses and revenue in QuickBooks, prepare bank deposits, pay vendors, and generate invoices
- Oversee CRE's financial recordkeeping and produce monthly statements and other reports with the support of the Bookkeeper and the Operations and Finance Manager
- Reconcile invoices and prepare requisitions for approval
- Ensure that staff and volunteers are complying with established procedures
- Improve existing or develop new administrative procedures and processes with the guidance of CRE management

Toronto Office

Canadian Roots Exchange
956 College St. W
Unit B
Toronto, ON M6H1A5

Saskatoon Office

Canadian Roots Exchange
University of Saskatchewan
Lower Place Riel, Room 80
Saskatoon, SK S7N 5A3

Montréal Office

Canadian Roots Exchange



- Enter financial and program evaluation data in Excel
- Manage the customer relationship management (CRM) database
- Schedule meetings and workshops and take meeting minutes
- Book travel arrangements and coordinate processing of expenses and invoices
- Manage the organization's digital and paper filing systems and develop new archival best practices and knowledge management strategies
- Respond to information requests via phone and email
- Coordinate program logistics, such as transport and lodging
- Update CRE's website using WordPress
- Assist with CRE events and social planning
- Undertake special projects as assigned

Who you are

- **You are organized and process-driven.** The thought of improving existing procedures excites you, and you find joy in systems that make your coworkers' lives easier.
- **You are analytical and a problem-solver.** If you see an issue, you are eager to figure out why there is a problem and then roll up your sleeves and fix it.
- **You are not afraid of data and numbers.** You see the value in numerical information, and you feel comfortable working with it and making sense of it.
- **You are a communicator.** You can clearly convey your thoughts and expectations in writing and verbally, and you can accurately interpret what what people tell you. Bilingualism in English and French is an asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, picking people up from the airport, or office cleaning.

Compensation

- Salary: \$37,000 - \$47,000 based on experience and education
- Vacation: 3 weeks and statutory holidays
- Health Benefits: will begin following a 3-month probationary period
- Other: RRSP contribution that is 5% of salary

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Application Method

As a part of your application, please provide a cover letter that introduces yourself and your experience supporting project/program logistics and using software like QuickBooks, Microsoft Excel, Google Drive, and WordPress. If you have any questions, you can contact Tristan Smyth, Operations and Finance Manager, at tristan@canadianroots.ca.

You can submit a completed application (cover letter and résumé) to jobs@canadianroots.ca as a single PDF with the following file naming convention:

AdminCoor_LastName.FirstName.pdf

Ex: AdminCoor_Smyth.Tristan.pdf

Hiring Process

1. Pre-screening phone call
2. Skill testing
3. Interview

Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

As a condition for hiring, successful candidates are required to submit a vulnerable sector check.

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