

POSITION DESCRIPTION

Organization:	Women's Inter-Church Council of Canada
Position Title:	Administrator
Position Type:	Permanent Part-time Support Staff
Reports to:	Executive Director

GENERAL ACCOUNTABILITY

The Administrator is accountable to the Executive Director and provides administrative support to the staff, as well as a welcoming reception for all visitors and those calling and emailing the WICC office.

ORGANIZATION AND STRUCTURE

The Administrator reports to and takes direction from the Executive Director. The Executive Director is responsible for the general and specific activities of the WICC office and is accountable to the Board.

NATURE AND SCOPE

Women's Inter-Church Council of Canada, also known as World Day of Prayer Canada, is a national Christian women's non-profit organization restoring hope to women touched by injustice. It does this by empowering Christians to pursue justice, peace and reconciliation by standing together in prayer and action.

The Administrator has four key roles: the support of the Executive Director, the management of the Basic Funder database, support of the Bookkeeper, and the responsibility for the efficient running of the WICC office.

The Administrator is the "public face and voice" of the WICC office. She is often the first person encountered by people on the phone, email, website inquiries or anyone entering the office. Her job is central to the successful operation of the WICC office. It is critical that her task be performed with warmth and efficiency.

The Administrator is expected to be aware of the major activities of WICC and should be prepared to direct questions and issues to the appropriate people according to their specific mandates. In such a small organization, the Administrator will, at times, be handling phone calls and messages on behalf of the other staff and contract workers. The Administrator is a communications liaison among the staff, contract workers, the Board, the constituency, and the public.

SPECIFIC ACCOUNTABILITIES

1. Assist the Executive Director and Bookkeeper with the financial operation of the organization. This will include the processing of the monthly accounts payable, online store orders, as well as the operation of Excel spreadsheets for bank deposits.
2. Process, prepare and ship online store purchases from the WICC website.
3. Support the Grant Funding programs, including responding to grant application inquiries, and corresponding with successful and unsuccessful applicants. Maintain the annual grant funding records, final reports, and receipt of funding.
4. Assist the Executive Director in her work as requested.
5. Assist the staff and contract workers in areas of program and communications project work as required.
6. Organize and maintain office files including correspondence, fundraising lists, World Day of Prayer and Fellowship of the Least Coin orders and all other resource orders.
7. Maintain the computerized database systems for World Day of Prayer contacts, donors, etc. Process all additions, changes and deletions to these databases and spreadsheets. Ensure that all information is present and correct.
8. Monitor website data including inquiries, store orders and leader information, as well as comments in Canada Helps
9. Coordinate mailings. Prepare and send outgoing mail.
10. Receive, open and date stamp incoming mail. Sort, distribute and process mail as required including bank deposits and income tax receipts. Process credit card donations sent to the office.
11. Oversee the operation and maintenance of office printer.
12. Monitor all office stationery and supplies and order when necessary.

POSITION REQUIREMENTS

- a. Knowledgeable of the Christian faith, church structures and ecumenical networks, and social justice as it relates to women in Canada.
- b. Community college diploma or equivalent experience in general office administration.
- c. Demonstrated skill with personal computers, including database, Word, Excel, and e-mail.
- d. 3 to 5 years' experience in administrative work.
- e. Strong written and oral communication skills in English; good grammar and style, focussed on accuracy; ability to communicate in French would be an asset.
- f. Excellent inter-personal communications skills, friendly, welcoming, neat, courteous and tactful, good telephone manner.
- g. Well organized, able to juggle multiple tasks and to discern priorities, and to keep organized during high activity periods.
- h. A self-starter, capable of taking initiative and working with minimal supervision.
- i. Able to work in a collegial fashion in a small office.