



ELIZABETH FRY SOCIETY OF OTTAWA

211 Bronson Ave, Suite 311, Ottawa, ON K1R 6H5

Tel: 613-237-7427 Fax: 613-237-8312

www.efryottawa.com

Office Manager

Elizabeth Fry is hiring! Check out this opportunity to align your strong work ethic with your personal passion for an incredible organization supporting women in your community who have or may come into conflict with the criminal justice system.

We're looking for an extraordinary Office Manager. You will essentially be the "Face" of the organization as the first point of contact. You will be responsible for day-to-day administrative activities including supporting the Executive Director, Management and staff.

Please send your cover letter and resume detailing how you demonstrate the following:

Required skills and experience:

Education: Please indicate the name of the school and program as well as the year of graduation.

Graduation from an accredited post-secondary institution with studies in office administration, accounting, business administration or other studies related to the position.

Experience: Please provide detailed examples of your work experience

- Experience working with Microsoft office Suite, including all programs: Excel, Word, Power Point, Outlook
- At least 2 years experience managing the administrative functions of an office, including booking meetings, arranging travel and maintaining an up to date filing system
- At least 2 years experience in financial administrative support functions, including, but not limited to, reconciling a budget and administering payroll
- Experience liaising with stakeholders to ensure effective communication as it relates to administrative support (in this role, includes co-ordination of resources for all programs)
- Experience in basic HR tasks; including contract development, staff on-boarding, etc.

Personal suitability criteria: Personal suitability is an important part of a positive environment between the manager and employee, please see the criteria below and describe how you demonstrate them in your work:

- Discretion
- Positive interpersonal relationships
- Action oriented
- Analytical thinking
- Integrity and Respect

Assets- not required, but nice to have!

- Experience working in a non-profit or not-for-profit organization
- Experience working with website software to maintain an organization's webpage
- Experience coordinating or working on fundraising campaigns
- Bilingualism English/French/ Various Ingenious languages

Operational requirements:

Willingness and availability to work overtime on an as needed basis



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Job Title: Office Manager
Position type: Full Time
Start Date: ASAP
Hours of Work: Monday to Friday (Willingness and availability to work overtime on an as needed basis)
Years Experience: 2 years
Reporting: Executive Director
Salary: Based on Experience (starting salary \$39,000.00 + benefits)

The Elizabeth Fry Society of Ottawa is dedicated to achieving a workforce that reflects the diversity of the community it serves and encourages applications from equity seeking groups.

The deadline for applications is August 16 at noon. While we thank all candidates for their interest, only those invited in for an interview will be contacted.

Please send applications electronically addressed to: **Sarah Davis, Executive Director**

In the subject line of your application, please reference: **OM2019**

c/o sarah.davis@efryottawa.com