

Job Title:	Senior Administrative Assistant
Reports to:	President & CEO
Employee type:	Full-time (37.5 hours per week)

The Canadian Alliance to End Homelessness

The Canadian Alliance to End Homelessness ([CAEH](#)) leads a national movement of individuals, organizations and communities working together to end homelessness in Canada. The CAEH works toward a Canada without homelessness. We do it by helping communities and governments across the country apply proven approaches to transform programs, policies and systems toward the goal of ending homelessness.

The Position

Reporting to the President & CEO, the Senior Administrative Assistant is an entrepreneurial, results oriented team player dedicated to ending homelessness in Canada. The Senior Administrative Assistant is committed to the success of CAEH with an interest in continuous innovation and improvement. The Senior Administrative Assistant provides administration and coordination support for the CAEH team, with a focus on supporting fund development, communications and event planning.

The Senior Administrative Assistant will be highly organized with a strong work ethic, strong attention to detail and a demonstrated flexibility in organizing and undertaking work; show a high degree of initiative, independence, discernment, creativity and resourcefulness; exhibit excellent communication and relational skills; be focused on delivering a high-quality product and customer satisfaction; and demonstrate thoughtfulness and intelligence in decision making.

Qualifications

- Passion for ending homelessness, a belief it is possible, and a sense of urgency to get there.
- A minimum of five years' previous work experience in administrative, event planning, and fundraising roles.
- Highly organized and ability to work independently in a virtual office setting and self-manage to achieve aggressive goals while being a strong team player.
- The ability to cope with and embrace change, risk, ambiguity and uncertainty.
- Superior technological capability especially with regards to NationBuilder, Zoom, Adobe Creative Suite, WordPress and Microsoft programs, including Office 365, Sharepoint and TEAMS.
- Excellent digital communications skills.
- Demonstrates sound judgement including the ability to identify, analyze and solve problems independently.
- Customer service oriented with a demonstrated ability to establish effective working relationships with staff, senior management and external contacts.
- Excellent verbal and written communication skills.
- Bilingual, English and French, both oral and writing skills would be an asset, but is not required.

- Willingness to embrace and actively support the unique culture and values of the Canadian Alliance to End Homelessness.

Essential Duties and Responsibilities

- Supporting the Communication Department in digital communications, website management, French translation of documentation, Zoom account management (licenses, accounts, webinar set up and processing of recordings), ensuring CAEH branding/messaging is consistent throughout the organization, and assisting in layout/design/printing of marketing pieces, presentations and reports for the organization.
- Providing administrative support to the Alliance’s fundraising efforts including our ‘Demand More’ fundraising campaign, including management and updating of our NationBuilder CRM.
- Logistical support for CAEH events (virtual and in-person) including venue search and cost comparison, venue contracts, food & beverage planning, set-up, event marketing and coordinating meeting materials. Travel to events for set-up and participation will be required once in-person events resume.
- Provide general administrative support to CAEH core and programs as directed.

Diversity & Inclusion

CAEH strives for inclusion and diversity by attracting extraordinary people from diverse backgrounds and lived experiences. Candidates with lived experience of homelessness and/or who self-identify as being from a marginalized community, including Indigenous peoples, racialized persons, persons with disabilities, and 2SLGBTQIA persons, are encouraged to apply and will be prioritized. We ask that these candidates indicate their relevant identities in their cover letters.

Software Applications Used

- Microsoft 365
- Microsoft Office
- Microsoft Teams
- Internet browsers
- NationBuilder
- Zoom
- Sign-Up Genius
- Adobe Creative Suite
- Website (WordPress)

Work Environment, Salary and Travel

- This position can be located anywhere in Canada with preference for a location that is easily accessible to an international airport.
- This position requires the ability to work from a virtual/home office location without the standard support available at a business office.
- The salary range for this position is \$60,000 - \$70,000 annually based on experience, plus a comprehensive benefits package.

- The successful candidate should expect to travel 5 days per quarter on average.

Information to Apply

- Please send your cover letter and resume to Tim Richter, President & CEO, at info@caeh.ca.
- Deadline to apply is October 29, 2021 (midnight PST)

We will only accept applications from Canadian residents.

We thank all applicants for their interest in CAEH; however, only chosen applicants will be contacted.