



FUNDING FEMINIST FUTURES.
Suite 600 - 123 Slater Street | Ottawa, ON | K1P 5H2
Tel: 1-855-640-1872 | E-mail: hello@equalityfund.ca
Website: equalityfund.ca

Position: Administrative Assistant, Programs Team

Status: Full time, permanent

Reports to: VP, Global Programs

Language(s): English; French a strong asset

Location: Ottawa, ON, Canada

Deadline for Applications: November 8, 2019 by 5:00 pm EST

BACKGROUND

This is a historic moment in the global fight for equality. Women's organizations and movements in Canada and around the world are on the frontlines of change—holding the line, demanding equality and driving transformation. The opportunity has never been greater to boldly invest in their brave work to build a more equal world together.

The **Equality Fund** is a groundbreaking collaboration that will deliver new momentum for women's movements across the globe. The Equality Fund (formerly The MATCH International Women's Fund) will drive the cultural, economic and political changes required to make global gender equality a reality. We will shift power and resources to local organizations and leaders on the frontlines of building and sustaining a more gender equal world. We will mobilize philanthropic and investment capital, in Canada and beyond, and build a brighter, more equitable future for everyone, everywhere. Welcome to the Equality Fund.

The Equality Fund is made possible in partnership with the Government of Canada.

THE OPPORTUNITY

We are recruiting an **Administrative Assistant** to support the fast-paced and growing work of the Programs team. The incumbent will be responsible for the efficient and effective handling of all administrative and logistical support related to the work of the Programs team. The Administrative Assistant will report to the VP, Global Programs and will support multiple team members.

SCOPE & RESPONSIBILITIES

- Providing general administrative support (correspondence, preparing meeting packages, filing, photocopying, etc.) associated with Programs team activities;
- Supporting the Programs team (Program Officers and Grant Officer) when surge capacity is needed in particular moments of the grant management cycle;
- Scheduling/organizing the administrative logistics of meetings (rooms, technology, catering, etc.);

- Coordinating the schedules of team members in Google Calendar and arranging appointments;
- Coordinating logistical support and booking for travel, meetings and liaising with other departments to support the coordination and planning of the Programs team;
- Coordinating logistical support for strategic programmatic events including consultations with stakeholders and grantee partner visits to Canada;
- Storing and filing documents in Google Drive and maintaining hard copies as required;
- Liaising with the Finance team and assisting with team member travel claims and other expense claims as required;
- Developing and maintaining an effective team calendar and tracking system to ensure that all deadlines and future activities are met;
- Providing excellent customer service to a variety of stakeholders in person and by phone (program partners, suppliers, internal colleagues etc)

REQUIRED SKILLS & QUALIFICATIONS

- 2 to 3 years experience working in office administration;
- Post secondary education or equivalent;
- Strong administrative and computer skills (Word, PowerPoint, Excel, Google Drive);
- Strong organizational and time management skills;
- Strong oral and written communication skills;
- Attention to detail;
- Experience providing administrative support to multiple individuals and juggling multiple priorities;
- Tact, diplomacy and maturity in dealing with stakeholders;
- Must be dependable, able to follow instructions and be resourceful in problem solving;
- Experience working in international development, women's rights or human rights considered an asset;
- Proficiency in a second language is considered an asset (with priority given to French);
- Ability to thrive in a fast-paced, entrepreneurial and dynamic environment;
- Openness to work on cross functional/multi-disciplinary teams;
- Flexibility and ability to adapt to changing priorities, to steer in new/different directions;
- Can do/Anything is possible mindset!

JOIN US!

The Equality Fund is an equal opportunity employer. We value diversity, multiculturalism, and inclusion in our work and in our staff team. We are fully focused on equality and believe deeply in diversity of race, gender, sexual orientation, religion, ethnicity, national origin and all the other qualities that make us unique.

If you require accommodation during any stage of the recruitment process, please indicate this in your application.



FUNDING FEMINIST FUTURES.

Suite 600 - 123 Slater Street | Ottawa, ON | K1P 5H2

Tel: 1-855-640-1872 | E-mail: hello@equalityfund.ca

Website: equalityfund.ca

We thank all applicants for their interest but only those selected for an interview will be contacted.

TO APPLY: <https://equalityfund.bamboohr.com/jobs/view.php?id=13>