



Job Posting - Administrative Coordinator

Location	Toronto
Organization	Egale Canada
Department	Administrative

Egale Canada Human Rights Trust (Egale) is Canada's only national charity promoting human rights based on sexual orientation and gender identity through research, education and community engagement. Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia, and all other forms of oppression, so that every person can achieve their full potential, free from hatred and bias.

Rainbow Faith and Freedom (RFF) is a global movement to confront religious-based LGBTI discrimination and improve the human and equality rights of LGBTI people everywhere.

Decreasing and lessening the effects of religious-based LGBTI discrimination can, and will, make changing punitive laws easier and improve the lives of LGBTI people so they can be who they are, love who they want, and find safe and accepting places to practice their faith (worship).

RFF is focused on three pillars of activity to address religious-based LGBTI discrimination – faith-based resources, strategic nation-focused programming, and domestic faith-based initiatives. Rainbow Faith and Freedom (RFF) is a joint program of Egale's. The Administrative Coordinator will work on Faith-related issues, programming, and fundraising.

This is an exciting opportunity to work with us in Egale's Toronto office, on a part-time to full-time basis, in a contract role.

Responsibilities

- Provide administrative support, such as project tracking, manage calendar and meetings, follow-up with community groups, committee members and colleagues.
- Attend monthly Meetings and Team Lead Meetings.
- Answer email inquiries efficiently and effectively.
- Coordinate logistics for Board, team and committee meetings and events, including booking locations, agendas, minutes, arranging catering as necessary, follow up with meeting items.
- Communicate regularly with team leads and provide support to the team lead.
- Financial duties including processing of invoices and expenses, tracking incoming donations, cash flow, and monthly financial statements.
- Assist in research and preparation of grant applications.
- Assist with research tasks.
- Program coordination.
- Researching and creating new materials
- Provide some social media support, including monitoring social media content where relevant and appropriate, coordinate with web developer to build website, occasionally provide media posts updates
- Other duties, as directed, for the delivery of the organization's strategic priorities and/or to meet key deadlines.



Qualifications

- Ideally, enrolled in or completed post secondary degree or diploma
- Has exceptional administrative, organizational and time management skills
- Excellent interpersonal skills and communicates well with all stakeholders
- Works well independently and as part of a team. Willing to jump in and assist with a variety of duties as needed
- Has 1-2 years of office administrative and/or executive assistant experience
- Is comfortable with technology and proficient in Office 365 (Outlook, Word, Excel, PowerPoint), Google Drive and some experience with social media, such as Facebook, Twitter, website management, etc. Experience with QuickBooks Online as asset.
- Has experience working in a not-for-profit, LGBTQI2S community and/or social justice environment
- Has knowledge / lived experience with the diverse experiences and identities of LGBTQI2S communities

Rainbow Faith and Freedom Values

- **Learning** - We are a learning organization made up of a community committed to expanding our own hearts and minds and expanding learning through listening and engaging with others.
- **Respect** - We will embody respect for all people, cultures, and those of all faiths, no faith and beliefs respecting diverse experiences and perspectives. We will create safe spaces for people and organizations that we work with.
- **Compassion** - We will be a community grounded in humility, acceptance and our deep connection to create empathy. We will create a culture of joy, loving-kindness, and belonging.
- **Teamwork** - We are a faith-based, human-centred community, which collaborates creating partnership, friendship & deep relationships. We will support each other, respect dissenting views and work together to build community.
- **Results** - We will be results-oriented, effective and impact the world to achieve our vision. We will have an impact on communities while building loving-kindness with others.

Employment Equity and Diversity

Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Application Process

To put forward your candidacy, please submit a cover letter and resume to:

Egale Canada HR Department
faith@egale.ca

Please specify Position Title in Subject Line.