



Short-Term Employment

Position: Administrative and Event Coordinator

Contract: 1-year contract from August 5, 2024, to August 5, 2025

Type: Full-time (37.5 hours per week)

Salary: \$25/hour

Location: Hybrid position. Work from home with one or more days per week in the Branch Office in Mississauga.

Deadline: Submit your resume and cover letter by noon on July 22, 2024, to info@on.cpf.ca

Canadian Parents for French (Ontario) supports official language bilingualism by providing or promoting opportunities to learn and use the French language.

The organization is committed to the development and well-being of its employees and volunteers and provides a collaborative and inclusive work environment.

Roles and Responsibilities

The Administrative and Event Coordinator will report to the Director of Operations and is responsible for the implementation of a variety of administrative functions as they relate to several CPF Ontario initiatives and events.

Administrative Coordination & Support:

- Coordinate provincial membership campaigns for the Ontario Branch: download membership lists through CiviCRM, maintain database lists, send welcome messages to new members
- Record donations received from multiple platforms, issue donation receipts
- Assist managers in creating and administering online registration and grant application forms
- Manage inventory, administer mailout campaigns, package and mail online orders (light lifting required)
- Other tasks as they arise

Event Coordination and Support:

- Coordinate and execute administrative tasks related to the *Provincial Concours d'art oratoire*, CPF Ontario's AGM and events, stakeholder conferences
- Other tasks as assigned by the Director of Operations

Education and Acquired Skills:

The ideal candidate will have:

- A college diploma in business administration and/or relevant work experience
- Working knowledge of Word, Excel, Campaign Monitor, JotForm, Zoom, Microsoft Teams
- Excellent English writing skills
- Proficiency in French is not a requirement but would be considered an asset
- Be able to provide references upon request

The work will require organizational skills to plan and implement various tasks to completion within established timelines.

The coordinator will take the initiative and work collaboratively among a small group of staff.

Phone expenses will not be reimbursed unless a task prompts a surcharge to the employee's regular monthly bill. A laptop computer may be provided for the employee's use as part of the onboarding process and would be returned upon termination of the contract.

Vacation:

Vacation pay will be accrued at 6% of annual remuneration, equivalent to three weeks of vacation, which must be taken during the contract period. Should the employment contract be terminated by either party before its completion date, any vacation owing will be paid out, or unaccrued vacation taken will be deducted from the employee's final pay cheque.

Sick Days: 15 days per year.

CPF Ontario is committed to equity, diversity, inclusion, and to building an organization that reflects the communities we serve. We encourage applications from members of Black, Indigenous, and racialized communities; Two-Spirit, non-binary, trans, lesbian, gay, bisexual, and queer people; disabled people; and members of other equity-seeking groups.