



Through inclusive collaboration and in fidelity to Gospel stewardship, ATRI effectively strengthens, supports and enhances the ministry of financial administration and structures of Religious Institutes in Canada.

The Board of ATRI is actively searching for a part-time Executive Director who will report to the Board, through the ATRI President.

Key Responsibilities:

The Executive Director supports the ATRI Board of Directors in achieving their stated purpose.

- A) Office Management – managing the day-to-day affairs whether virtual or in person
- B) Member Services – including the planning and organizing of an Annual Conference and responding to member inquiries.
- C) Accounting and Finance – Working with the Finance Committee the Executive Director assists with the preparation of a budget and financial statements to be presented to the Board.
- D) Collaborates with Other Groups on behalf of the Board and the Members
- E) Relationship with the Board by providing administrative support, takes minutes, writes reports, and supports all committees of the Board.

Key Qualifications:

1. An understanding or a willingness to understand the work and mission of ATRI.
2. Proficient with Technology, including Zoom, Teams, and Office products as well as website design and upkeep.
3. Administrative and/or financial experience with a Religious Congregation or Institute.
4. Flexibility – for travel as well as work varying hours each week.
5. Capacity to work independently and be a self-starter. There is the possibility for this to be a remote position anywhere in Canada.
6. Excellent oral and written communication skills.

Please respond, in writing, to Dorothy Freymond dfreymond@csjcanada.org by June 28th to express your interest in the position.