



Soutien aux
religieux et
religieuses
du Canada

Canadian
Religious
Stewardship

FULL TIME OFFICE MANAGER

Scarborough, Ontario

If you are a post-secondary graduate, have five years of business, operations and/or office administration experience and have outstanding organizational and listening skills, are trustworthy and respectful, passionate about seniors, comfortable in a Christian/Catholic environment, highly adaptable, a dedicated collaborator and committed to compassionate service... this opportunity may be for you.

The Organization

Canadian Religious Stewardship (CRS) is a National not for profit, charitable civil corporation and a Public Juridic Person of Pontifical Right. We serve the needs of our clients (religious institutes in Canada) through a ministry of collaboration; empower them to view their future with hope in the midst of fewer members and diminishing resources; provide governance, management and administrative expertise.

In addition to working with Religious Institutes who request services, CRS Religious Stewardship owns and operates Presentation Manor, a new state of the art, seniors' residence based on hope and compassion. Religious women and men live collaboratively and inclusively with lay, Catholic, Christian and other faith traditions.

Our Client

Our client is an international community of women who, since 1949 have devoted their lives to service by sharing life with the: poor, homeless, marginalized,

indigenous peoples, refugees and immigrants; and by leading initiatives on cross-cultural and interfaith connections, climate change and other ecological concerns. While advancing in age, the Sisters are still involved in various ministries in Canada including: Out of the Cold, Providence Healthcare volunteers, St. Clair O'Connor Community, Becoming Neighbors, Ministry of Prayer, Pastoral Ministry and involvement in Justice, Peace and Integrity of Creation concerns.

Like most of our clients, this group is preparing for their future to the end of life. To help them during this uniquely important time, CRS requires a leader to serve, navigate, advocate, and to manage the day to day operations.

Job Summary

The Manager is responsible for the oversight and coordination of all the day to day needs of the Sisters who are living together independent, with assistance or in long term care.

Under the general direction of the CRS Executive Director, the Manager works independently and in close collaboration with the Sisters, and is responsible for the smooth operation of all of the administrative, financial, communication, technology issues for the Sisters. In addition, the Manager will be an invaluable resource and be “in service” to the Sisters for a wide variety of requirements.

Requirements

- Undergraduate degree or community college diploma in Business Administration, or equivalent experience
- Five years office experience including a wide variety of administrative and clerical tasks
- Financial Management experience including: payroll, budgets and reporting
- Experience working with seniors
- Knowledge of the Ontario health care system
- Valid driver's license
- Criminal records check with vulnerable sector screening

Skills, Abilities, Knowledge

- Good understanding of processes, policies and procedures required for supporting a non-profit, charitable organization

- Exceptional planning, time management and organizational skills with strong attention to detail
- Proficient with computers and the use of office software
- Good understanding of CRA requirements for charities and charity law
- Ability to take initiative, problem solve and make decisions
- Work effectively and independently with minimal supervision
- Review options, propose solutions and problem solve
- Managing multiple parallel activities
- Superior written, and oral communication skills
- Advanced listening and facilitation skills
- Outstanding relationship building skills
- Excellent judgement in serving the needs of clients including diplomacy in dealing with sensitive and/or confidential issues

Responsibilities

Key responsibilities include, but are not limited to:

Finance

- Pay invoices
- Record pre-authorized payments
- Review credit card reports and debit card used by the community
- Manage trust funds
- Maintain petty cash fund
- Complete payroll bi-weekly
- Complete submissions to Canada Revenue Agency including: T4s, completing tax returns for each sister
- Organize car and medical insurance, POA's, Wills etc.
- Coordinate and ensure all reporting requirements are fulfilled; liaise with accountants and auditors
- Attend a variety of workshops/training by CRA and others. This may require a few days of travel a year

Administration

- Manage office operations
- Manage human resources policies, procedures, contracts etc.
- Implement, manage and maintain record keeping, confidential files, purchasing and inventory control systems

- Manage office equipment, maintenance and service contracts and systems
- Manage technology and telecommunications systems and provide general support to the Sisters
- Coordinate website updates
- Coordinate maintenance of office technical equipment, for e.g. photocopier, computers, printer and office supplies
- Ensure regular computer back up
- Accompany the Sisters on outings
- Make travel arrangements as required
- Act as Secretary Treasurer on a variety of Committees, for e.g. Car Committee
- Plan and implement special events
- Manage subscription renewal
- Assist Sisters with presentations
- Arrange for purchase, sale and maintenance of cars; CAA memberships, registrations etc.
- Determine Sisters eligibility for, and advocating/arranging for services
- Implementing pre-arranged funerals
- Manage donor database
- Organize annual fundraising mail-out
- Support an environmentally friendly office

Location

The Manager will work out of our offices in Scarborough. On-site presence is essential.

Language

Excellent oral & written English. French and/or Spanish are assets.

*All applications will be held in strict confidence. Send to the attention of
Executive Director, Canadian Religious Stewardship,
jyelle60@gmail.com.*

***We thank all applicants, however, only those selected for an
interview will be contacted.***