

Position Title:	Administrative Officer
Service:	Governance
Reports to:	Executive Director
Position(s) Supervised:	None
Status:	Full-time
Location:	Remote and hybrid
Posting Date:	June 13, 2024
Salary:	\$65,000*

A. About CATIE

CATIE strengthens Canada’s response to HIV and hepatitis C by bridging research and practice. We connect healthcare and community-based service providers with the latest science, and promote good practices for prevention, testing, treatment and harm reduction programs. As Canada’s official knowledge broker for HIV and hepatitis C, you can count on us for up-to-date, accurate and unbiased information.

B. Primary Role

A key part of the Governance team, the role supports the broader organization, and ensures the efficient and effective delivery of a number of governance and operational services. Specifically, the role of the Administrative Officer has three (3) principal responsibilities: i. Provides administrative support to the Executive Director, the Board of Directors, and the Management team; ii. Supports the coordination, preparation and submission of proposals, organizational and funder reports; iii. Maintains the membership list, organizes the annual meeting and provides general administrative support across the organization. Additionally, the Administrative Officer supports other organizational projects and administrative functions, as required. Supervised by the Executive Director, the location of this position is flexible, and can be full-time remote or a combination of full-time remote and at the CATIE office in Toronto.

C. Key Responsibilities

Job Responsibility #1: Provides administrative support to the Executive Director, the Board of Directors, and the Management Team (60%)

1. Executive Director
 - a.Coordinates the information workflow in and out of the Executive Director’s office by developing effective systems for the Board of Directors, Executive Director, and Management Team to ensure the smooth operations of the organization.
 - b.Ensures the Executive Director’s calendar is updated, and schedules internal and external meetings.
 - c.Prepare the Executive Director’s expense claims for processing.
 - d.Arranges travel and accommodations for the Executive Director.
 - e.Prepare documents and communications for the Executive Director, including governance updates for monthly staff updates, updates for the Executive Director reports to the board, and internal and external presentations.
 - f.Submits various applications and reports on behalf of the Executive Director (e.g., Lobbying requirements).

2. Board of Directors
 - a. Arranges travel and hotel accommodations for all Board members at face-to-face meetings.
 - b. Prepares Board of Directors cash advances and expense claims for processing.
 - c. Prepares the pre-meeting materials (i.e., Board package), and circulates to all Board members prior to each meeting. Prepares and follows up with CATIE staff and board members to ensure documents are approved and distributed as appropriate (e.g., financial reports to be included in the board package.)
 - d. Arranges all logistics (catering, printing/ meeting supplies) for face-to-face meetings.
 - e. Attends all Annual Meetings, Board of Directors meetings, including committee meetings, and records, finalizes, and distributes minutes.
 - f. Serves as the caretaker of Board policies, including assisting the Board in the development and/ or revision of policies, change management, updating and filing.
 - g. Prepares and updates the Board Orientation documents for new Board members, as required.
 - h. Alerts the Executive Director and the Chair of the Board of Directors on action items from Board meeting minutes, and Board administrative items, as relevant.
 - i. Uploads and updates documents on the Board's shared folder.
 - j. Acts as a liaison between the Executive Director and the Board, as required.

3. Management Team
 - a. Prepares agendas and supporting documents for Management team meetings.
 - b. Coordinates and schedules meetings on behalf of the Director team as required.
 - c. Attends meetings, records and finalizes minutes.

Job Responsibility #2: Supports the coordination, preparation and submission of proposals, and organizational and funder reports (25%)

1. Under the direction of the Executive Director, coordinates and submits proposals, annual program plans and reports to organizational funders.
2. Prepares and submits the Canada Not-for-Profit Corporations Act Annual Return.
3. Prepares and submits bylaw changes to Industry Canada as approved by the Membership at Annual Meetings.
5. Tracks and records information for reporting purposes.
6. Submits documents to fulfill various government requirements (e.g., corporate documents to Industry Canada).

Job Responsibility #3: Maintains the membership list, organizes the annual meeting and provides general administrative support (15%)

1. Maintains the membership mailing list and responds to member inquiries.
2. Works with other staff to ensure the accuracy of membership data.
3. Ensure accurate and timely communications to members on pertinent CATIE news and governance issues.
4. Works with the Executive Director to organize CATIE's annual meeting.
5. Administers the election process for the CATIE board of directors and coordinates all related communications activities.
6. Provides general project and administrative support across the organization, as required

D. Knowledge and Skills Required

1. A minimum of five (5) years of experience in a similar position, preferably in the non-profit sector.
2. Knowledge of CATIE's mandate, program direction and service philosophy.

3. Strong organizational and communication skills.
4. Strong computer skills, most notably Microsoft Office, Excel and PowerPoint.
5. Demonstrated ability to work independently, set priorities and work schedules to meet deadlines; displays behaviour that is tactful, discreet and sensitive to confidential matters.
6. Strong attention to detail.
7. Project management is an asset.
8. Exhibits strong values, a can-do attitude, work ethic, and initiative.
9. Fluency in both written and spoken French and English is an asset.

Benefits of Working with CATIE

CATIE offers:

- Flexible work and the ability to work anywhere within Canada
- A diverse, inclusive, and supportive team
- Generous leave entitlement
- Benefits that include extended health, dental, and life insurance

Our team includes people from diverse cultural, ethnic and linguistic backgrounds. Although we are proud to offer all of our activities in French and English, internal communications are mostly in English.

CATIE is committed to employment equity and encourages applications from Black, Indigenous and racialized people, people of all gender identities and sexual orientations, and people with disabilities. CATIE also recognizes the need for experience, knowledge and guidance from communities disproportionately affected by HIV and hepatitis C, including people living with HIV or with current or lived experience of hepatitis C or substance use.

HIV and hepatitis C disproportionately affect many racialized communities, yet these communities are underrepresented in paid staff positions of many HIV and hepatitis C organizations, including CATIE. We are working to change this by prioritizing anti-racism in our work and our operations, and striving to create a diverse, equitable and inclusive environment for racialized people to work and thrive.

** Recognizing that salary negotiations in the hiring process often increase gender and racial disparities, the posted salary is determined and fixed prior to candidate selection and is part of CATIE's commitment to pay equity.*

Interested applicants should visit our website at www.catie.ca.

E-mail applications preferred. No phone calls, please. We thank you for your interest, however, only those applicants to be interviewed will be contacted.

Deadline for applications: Friday, June 21, 2024

Submit applications to: jobs@catie.ca

NOTE: To reduce the number of “spam” responses to this posting, respondents must include the following text in the subject line of your e-mail: CATIE 2366.

Please submit your application using the following format **Last Name_First Name_CV**