

## **Position Description CHARITY ADMINISTRATOR**

As a Charity Administrator, you will be responsible for overseeing the day-to-day operations and administrative functions of the organization. You will play a crucial role in ensuring the efficient and effective management of resources, supporting fundraising activities, and maintaining compliance with regulatory requirements.

### **General Administration: (40%)**

- Answering telephone and email inquiries.
- Ordering supplies, maintaining equipment, phone and internet services.
- Maintaining the SharePoint filing systems and granting permissions to board and staff.
- Liaise with Celiac Canada, Board of Directors and committees as required.
- Prepare monthly Chapter report for the Board of Directors.
- Attend Board Meetings and Committee Meetings, if required.
- Liaise with Landlord, as required.
- Attend Chapter events as Association representative, if required.
- Prepare donation receipts and thank you letters, as required.
- Order print materials to support chapter events and initiatives.
- Facilitate the charity governance and reporting requirements with Board President and Treasurer to make sure charity is in good standing with CRA, AGLC and Alberta Societies.

### **Communications, Website & Newsletter (30%)**

- Maintain website pages (with external IT support), blog posts and event listings.
- Distribute regular email communications to subscribers to promote events and distribute newsletters.
- Manage social media channels (with Volunteer help, if available) and promote chapter news and events.
- Produce a quarterly newsletter and secure vendor advertising and community input
- Maintain relationships with newsletter contributors and Board to obtain chapter news, research news and article submissions.

### **Peer Support: (10%)**

- Answer emails and phone calls from Celiac community and those newly diagnosed. Point them in the right direction to recommended resources and follow-up.
- Keep current on Celiac Canada label reading guidelines and resource materials.

### **Membership and Volunteers: (10%)**

- Process new member applications and renewals. (MS Excel)
- Liaise with local businesses to obtain discount offers for membership.
- Liaise with volunteers and track volunteer hours and confidentiality agreements.

**Accounting: (Jointly with office staff) (10%)**

Using Quickbooks software:

- Accounts Receivables pertinent to the running of the general office including newsletter revenues, membership revenues, resource material revenues, gaming proceeds, processing bank deposits, processing credit card transactions.
- Accounts Payable pertinent to the running of the general office including processing cheques to vendors, suppliers and landlord.
- Work with volunteer bookkeeper to maintain receipts and banks reconciliations.
- Ensure all receipts are captured on the accounting drive.

**Qualifications:**

- Bachelor's degree in nonprofit management, business administration, or a related field (or equivalent experience).
- Proven experience in administrative roles, preferably in a nonprofit environment.
- Strong organizational skills with the ability to manage multiple tasks and priorities.
- Excellent written and verbal communication skills.
- Proficiency in MS Office and Google docs.
- Accounting and/or Quickbooks experience is an asset.
- Ability to work effectively both independently and as part of a team.
- Familiarity with tools such as MailChimp, MS Publisher, or other email marketing platforms for creating and distributing newsletters and promotional emails considered an asset.
- Experience using social media scheduling tools and Wordpress website editing will be considered an asset.
- Experience and/or knowledge of living with Celiac disease or gluten intolerance.

As an independent contractor, the Charity Administrator role is flexible and on-call role. The contracted hours may be up to 20 hours per week, but will vary depending on the events schedule. This is a one year contract running from approximately October 2024 to September 2025. Rate of pay is \$22-26/hr. The independent contractor is not an employee of the CCA and there are no associated benefits.

Please email cover letter and resume to [info@calgaryceliac.ca](mailto:info@calgaryceliac.ca). No phone calls please. We thank all applicants for their interest though only those selected for interviews will be contacted.