



## **JOB POSTING**

<b>Closing:</b>	May 17, 2019
<b>Position:</b>	Finance & Operations Assistant
<b>Location:</b>	Toronto, Ontario
<b>Job Status:</b>	Full-time, contract
<b>Hours of Work:</b>	35
<b>Salary:</b>	Competitive

### **SUMMARY**

As part of the Gord Downie & Chanie Wenjack Fund (DWF) team, the Finance & Operations Assistant provides administrative support to the leadership team within finance, operations, events, and the office of the President & CEO, and is responsible for performing various functions. The Finance & Operations Assistant will provide administrative operational support, organize, record and submit financial records and data, assist with the coordination and execution of events, and provide ongoing support to the leadership team as required in accordance with DWF's governing policies.

Reporting to the Manager, Executive Operations & Events, the successful candidate will be responsible for helping in a financial and operational capacity across all aspects of DWF.

As DWF continues to rapidly grow and expand a willingness to be nimble, flexible, and accommodate ongoing change is necessary.

### **DUTIES AND RESPONSIBILITIES:**

- Organize and submit, in a timely manner, financial requests and ensure proper supporting documents, e.g. receipts and invoices, regarding cheques, deposits, credit-card usage, are uploaded to the finance portal
- Research, analyze, develop, prepare, and update briefing notes, letters, documents and promotional material(s) for a variety of meetings and events
- Provide secretarial and administrative support including project support, coordinate travel, meetings and create reports, presentations and materials as requested
- Assist in the preparation of internal and external reports for all stakeholders, including but not limited to staff members, board of directors, and funders



- Research, analyze, develop, prepare, and update briefing notes, letters, documents and promotional material(s) for a variety of meetings and events
- Ensure timely distribution of event material for DWF meetings and events
- Assist with event coordination
- Take responsibility to increase sensitivity, awareness, and implementation of cultural teachings and organizational practices in a professional manner
- Support and work towards the overall vision and mission of the DWF
- Ability to work as a team member and within the organization framework including staff meetings, professional development opportunities, team building, and self-care
- Carry out other duties which may be necessary from time to time, as required

#### **QUALIFICATIONS:**

- Must be registered with Miziwe Biik Aboriginal Employment and Training
- Post-secondary diploma/degree in accounting/business or other relevant field of study (or equivalency)
- Minimum one (1) year current work-related experience
- Demonstrated professionalism and an understanding of the importance of confidentiality
- Strong time management skills with an ability to plan, define measurable objectives, outcomes and meet timelines
- Ability to perform well under pressure and to assess and prioritize multiple priorities
- Proven analytical and problem-solving skills
- Working knowledge of MS Office, Dropbox, internet, and general office equipment
- Experience working with Indigenous Peoples and Communities is preferred
- Knowledge of Indigenous cultures, traditions, and family dynamics is preferred
- Current Police Record Check is required and Vulnerable Sector

#### **SUBMISSION PROCESS**

Please submit cover letter and resume by 5:00PM EST May 17, 2019 to the Manager, Executive Operations & Events email to [crystal@downiewenjack.ca](mailto:crystal@downiewenjack.ca). Please clearly label envelope or email subject; Finance & Operations Assistant Application - Confidential

Only those applicants who meet the qualifications will be contacted for an interview. A Police Record Check and Vulnerable Sector (if applicable) will be required at the time of offer of employment.

To learn more about DWF, visit [downiewenjack.ca](http://downiewenjack.ca).

