



# PWRDF

The Primate's World Relief  
and Development Fund

## Position Description

<b>Position title:</b>	<b>Office Administrator</b>		
<b>Immediate supervisor:</b>	<b>Executive Director</b>		
<b>Positions directly supervised:</b>	<b>None</b>		
<b>Job Category:</b>	<b>6</b>	<b>Status:</b>	<b>Non- Union Full-Time</b>
<b>Approved By:</b>	<b>Executive Director</b>		

PWRDF seeks a truly just, healthy and peaceful world. As an instrument of faith, PWRDF connects Anglicans in Canada to communities around the world in dynamic partnerships to advance development, respond to emergencies, assist refugees and act for positive change.

All PWRDF staff contribute to the fulfillment of the vision and mission of PWRDF and the mission of The Anglican Church of Canada.

### PURPOSE OF THE POSITION:

To provide professional, confidential, personnel and administrative support to the Board of Directors, Executive Director, Management Team and the organization.

### I. DUTIES AND RESPONSIBILITIES:

#### **SUPPORT TO THE BOARD OF DIRECTORS AND COMMITTEES (35%)**

- Assist Executive Director and President of Board of Directors to prepare meeting agendas
- Coordinate logistical arrangements for virtual and in person Board and committee meetings
- Prepare and distribute meeting dockets
- Manage the Board Portal on the PWRDF website
- Format and edit Board materials for presentation, as required
- Attend Board meetings, record and prepare minutes and assist with follow-up
- Ensure recording of, and finalize, Executive Committee minutes
- Provide support to Board committees, working groups and task groups

- Maintain Board of Directors manual, ensuring it is updated and accessible, factoring in varying levels of technology comfort. Maintain corporate records for archival and accessibility purposes
- Oversee expenses for Board of Directors
- In collaboration with relevant staff, continue support of paperless meetings

#### **MEMBERSHIP AND GOVERNANCE (15%)**

- Prepare and forward communications to Diocesan Bishops and representatives (voting members) regarding Annual General Meetings, nominations, agendas and voting procedures
- Coordinate logistical arrangements for all voting representatives to bi-annual, combined annual general meeting/network forum
- Ensure records of all voting and Honorary members of PWRDF are current
- Ensure compilation of, and compliance with relevant legislation, organizational membership agreements, codes and policies
- Forward timely requests to Ministry of Industry for approval of by-law revisions and/or new by-laws

#### **SUPPORT TO THE EXECUTIVE DIRECTOR, MANAGEMENT TEAM AND ORGANIZATION (35%)**

- Occasionally attend Management Team meetings to assist with follow-up to Board decisions and operational planning. Ensure Management Team has requisite information prior to meetings for approval
- Draft letters and arrange meetings/communications as requested by Executive Director and Management Team
- Monitor Executive Director's calendar to support in needed preparation
- Provide logistical support and scheduling for virtual and in person meetings, including staff meetings
- Manage organizational calendar and ensure staff meeting scheduling, chairing and minute taking
- Gather information as required to assist in preparation of reports, proposals and presentations
- Keep current and accessible an Employee Policy Manual
- With supervising staff, coordinate staff calendar use and the submission and approval of timesheets, with required signatures and safeguarding for later reference and audit
- Ensure posting of positions, contacting candidates and scheduling of interviews
- Support teams with organizational and logistical needs, including travel and submission of expenses
- Ensure smooth and effective use of technology for all staff, ensuring effective use of Office 365, and online document storage and other virtual meeting and discussion platforms such as Zoom, Teams and Slack - providing training to other staff as needed
- Participate in and provide backup for other office administrative, donor stewardship and third-party activities as requested

## **OFFICE ENVIRONMENT AND RECORDS MANAGEMENT (10%)**

- Participate in PWRDF social committee and facilitate scheduling
- Participate in PWRDF health and safety committee and serve as PWRDF liaison with Church House Health and Safety Committee
- Support inventory and the purchase of office supplies and materials as required
- Serve as point person for visitors and other Church House staff
- Coordinate the planning and ongoing implementation of records management systems as needed, i.e. e-filing systems for organizational documentation
- Maintain up-to-date and archived organizational information
- Ensure board and staff Policies and Procedures Manuals are updated and accessible

## **OTHER DUTIES AS ASSIGNED (5%)**

- Carry out additional assignments as required

## **II. TYPICAL CONTACTS:**

### **INTERNAL (PWRDF AND CHURCH HOUSE STAFF):**

- PWRDF Staff
- Primate and Principal Secretary
- Church House Leadership Circle
- Church House departmental staff
- Church House Human Resources Manager

### **EXTERNAL (BEYOND PWRDF AND CHURCH HOUSE STAFF):**

- PWRDF Board of Directors
- Legal counsel
- Diocesan Bishops and Representatives
- Anglican constituency and other interested individuals
- Ecumenical and inter-agency organizations and alliances
- Officials of government departments, such as Global Affairs Canada
- PWRDF partners

## **III. RESPONSIBILITY AND AUTHORITY:**

### **EMPLOYEE RELATIONS:**

- Contribute to the effective staff working relationships within PWRDF and between PWRDF and Church House
- Support, as requested, for human resources records and support

**MONEY:**

- Responsible for overseeing the PWRDF budget allocation for Board meetings
- Staff celebrations and In-House Week

**DECISION-MAKING AND RECOMMENDATIONS:**

- Responsible for proposing budget and drafting agendas for Board meetings
- Develop goals and implementation plans within area of responsibility
- Make recommendations to the Executive Director regarding human resources processes and governance processes

**III. POSITION SPECIFICATIONS:****PREVIOUS EXPERIENCE AND EDUCATION REQUIRED:**

- Community College diploma in Non-Profit Management or related field or equivalent experience with non-profit, policy governance boards and committees
- Five years experience as an executive assistant or administrator; or a comparable role
- Superior administrative and organizational skills (especially information management)
- Excellent judgement and problem-solving skills, including the ability to handle sensitive information with tact, diplomacy and confidentiality
- Proven ability to prioritize, multi-task and meet deadlines
- Excellent written and oral communication skills in English
- Knowledge of French and/or Spanish is a significant asset
- Computer proficiency, including Microsoft Office 365, virtual meeting technology, and InMagic
- Respect for and commitment to representing the Anglican Church of Canada, the Anglican Communion and the Christian community

**PHYSICAL AND MENTAL EFFORT:**

- Responding to time-sensitive correspondence and requests, maintaining effective organizational records
- Receiving and providing constructive, supportive feedback from/to colleagues and Executive Director
- Handling multiple demands on one's time and coping with the stress relative to the intensity of the demands
- Dealing with occasional sensitive situations which may require confidentiality

**CONDITIONS UNDER WHICH WORK IS PERFORMED:**

- Work with minimal supervision
- Liaise with multi-national staff and international partners
- Occasional necessary overtime in order to meet deadlines
- When in office, individual (cubicle) office layout with frequent interruptions
- Ability to set priorities and balance what is "asked" with "what can be accomplished"
- Attend Board meetings as required which may involve travel within Canada
- Respond quickly and productively to changes in the environment or priorities