

## JOB PROFILE

---

<b>POSITION TITLE:</b>	<b>Operations and Administration Specialist</b>
<b>REPORTS TO:</b>	<b>Executive Director, Canadian Centre for Caregiving Excellence</b>
<b>LOCATION:</b>	<b>Toronto, in person; evenings and weekend work may be required</b>

---

### **ABOUT THE CANADIAN CENTRE FOR CAREGIVING EXCELLENCE (CCCE):**

The Canadian Centre for Caregiving Excellence, part of the Azrieli Foundation, supports and empowers family and professional caregivers, advances the knowledge and capacity of the caregiving field, and advocates for effective and visionary social policy, with a disability-informed approach.

**Our Vision:** A Canada leading the way in quality care, where caregiving is valued, caregivers are supported, and people accessing care are central to policies and practices.

### **POSITION SUMMARY:**

The Operations and Administration Specialist will support the development of the Centre's programs, grants streams, partnerships, and advocacy campaigns, and will support the day-to-day operations and activities of the Centre.

### **POSITION RESPONSIBILITIES:**

#### Administrative Support: 30%

- Provide high-level support to the Executive Director, focusing on the administration of the Centre and advancement of its mission and program work
- Offer administrative support for the CCCE strategic planning process
- Coordinate with the Communications Manager to oversee and maintain the organization's newsletter and contact lists
- Work with the communications team to support the development of content for the Centre's website, including content research
- Support the Policy and Government Relations Director by tracking contact with federal, provincial, and municipal governments
- Liaise with government stakeholders to schedule visits, tours, and roundtables.

#### Operations Support: 30%

- Recommend and implement ongoing improvements to organizational processes and develop and manage project documentation.
- Maintain grants database (Fluxx)
  - Ensure that stakeholder information is regularly entered and updated
  - Oversee the grants applicant process
- Monitor grantee reports and provide support with evaluation
- Organize and provide necessary materials for the CCCE Advisory Council, working group meetings and special events

- Liaise with Azrieli Foundation finance team. Maintain financial records and (with the finance team), ensure the CCCE budget is regularly reviewed and aligns with forecasts.

Projects: 40%

- Provide administrative and logistical support in the planning and delivery of new and existing programs, including Siblings Canada, Leadership Institute, and the Caregiver Advisory Network; and
- Oversee the design and delivery of in-person and/or virtual events, including the Siblings Conference 2023 and policy convenings.

**QUALIFICATIONS AND EXPERIENCE:**

- 5+ years' progressive work experience in operations and administration
- Highly developed administration and organizational skills
- Excellent oral and written communication skills
- Exceptional analytical and troubleshooting skills
- Attention to detail and accuracy
- Ability to work well independently and as part of a team
- Prioritization and time management skills
- Strong command of MS office and databases
- Ability to work occasional evening or weekend hours to support events
- French Language proficiency an asset
- Personal and lived experience with communities that identify with disabilities is an asset

**COMMITMENT TO INCLUSIVE WORKPLACES & RECRUITMENT:**

The Canadian Centre for Caregiving Excellence is committed to diversity in our workplace and in our recruitment process. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons, and persons with disabilities, and family status. Accommodations are available upon request for candidates taking part in all aspects of the selection process.

**NOT SURE YOU MEET THE JOB POSTING REQUIREMENTS OR WANT TO LEARN MORE?**

Research shows that women and racialized candidates often only apply to positions when they feel 100% qualified. If you're interested in this role but don't see yourself fully reflected in the requirements of this job posting, **we still encourage you to apply or reach out to learn more!**