We are currently looking for a full-time Office Manager/Executive Assistant.

Canadian Civil Liberties Association is Canada’s leading freedom-fighting NGO, since 1964. CCLA intervenes in Canadian courts, testifies before our legislatures, advocates through all media, and engages in activism and outreach across Canada to ensure that liberties are protected, and the Charter of Rights and Freedoms is upheld. For instance, when activists sounded the alarm that abortion access was being denied by a provincial government, they called us. When anti-racism leaders needed legal experts to fight racial profiling, they called us. When prisoners were confined inhumanely, really tortured, through solitary confinement, we went to the Supreme Court of Canada to end solitary confinement as we know it. Sometimes people come to us, sometimes we unearth the injustice, but we always speak truth to power, then take the fight to the courts to get wrongs righted. Along with the ACLU, we’re part of a network of global-leading civil society groups, called INCLO.

We are seeking a highly-skilled, incredibly organized and experienced professional administrator who is enthusiastic, thoughtful, thorough and committed to excellence. The successful candidate will work closely with and report to the Executive Director (“ED”) and will be part of a small but mighty team of about 10 staff and many more volunteers. We are a small charity, and you will get your administrative tentacles into all of it.

The position reports to:
  Michael J. Bryant (Executive Director & General Counsel; 35th Attorney General of Ontario)
  https://www.linkedin.com/in/mjbryant66/
  https://michaelbryant.com

Who are you:
- You are confident and professional, and value respect, collaboration, inclusiveness and action.
- You have experience in handling a wide range of administrative and executive support related tasks.
- You are solution-oriented: handling complex issues and problems rather than seeking direction from ED and staff, you propose or simply execute solutions, performing work with very minimalist supervision.
- You have the ability to be accessible to staff, the Board and stakeholders – both in terms of availability, and in terms of warmth of personality.
- You schedule with intelligence, so that the ED’s days are organized, mindful of priorities, and not overloaded.
- You streamline workflow by being proactive, anticipating future needs to reduce reactive tasks.
- You are self-motivated, prioritize and track your tasks and get them done on time and done well.
- You enjoy working on a team, playing your role, and working with others.
What you will do:

• Support the ED’s role and be his primary contact and liaison internally and externally to the CCLA.
• Manage the flow of communications including correspondence, reports, requests for information, and take appropriate action in relation to such issues and communications.
• Ensure effective management of the ED’s calendar for events, media and appointment booking, time management and prioritization of high volume of appointment requests, scheduling logistics for ED for out-of-office meetings/events. ED’s schedule changes often, and media requests are managed with media staff, but his availability for media interviews requires your collaboration.
• Support the ED in the development and implementation of CCLA plans and projects, and ensure that initiatives are within budget, maintaining bring forward system and tracking action items.
• Assist with assembly of materials for quarterly board meetings and board committee meetings.
• Organize and maintain filing and document management system of CCLA documents on Office 365/Sharepoint in MS Office Cloud.
• Assist and support the Team on a wide range of administrative tasks as required (this function will evolve daily, and over time, to include all manner of support functions - some of which you’ll propose yourself!).
• Conduct research as required for various initiatives.
• Confidently recommend new ideas and better ways to do things.
• Engage in all of your tasks with a positive and proactive attitude.
• The ED has high capacity for IT and tech management solutions, so you should too.

Part Time/Occasional:

• Communications triage for public requests of CCLA: forwarding emails, deliveries, phone calls from public, stakeholders and media to all staff.
• Manage deliveries/mailings to and from office (during COVID lockdowns).
• Monitor and manage office supply inventory and office equipment maintenance.
• Manage onboarding of new hires, and departure protocols, working with our HR consultant.
• Co-ordinate employee benefits.
• Manage some expense receipts and limited bookkeeping and data inputting assistance, working with our Finance Managers.
• Point of contact for building management and subtenants.
• Tech support liaison.
• Keep office organized and tidy, although all staff participate on this front.

Requirements:

• Office Administration Diploma or other Postsecondary Degree in a relevant discipline or equivalent experience.
• Minimum 3-5 years operations / office manager / administrative experience preferably in the professional services industry.
• Solid written and verbal communication skills.
• Intermediate to advanced computer and digital workplace skills including MS Office Suite (Outlook, Word, Excel, SharePoint), and Slack; experience with a contact relationship management system, and APIs.
The office of 10 staff and many more volunteers has been operating remotely since March 2020. The most timely/demanding work is as Executive Assistant. Office management depends on the state of pandemic; even when staff are at the office, pre-pandemic, they are fairly self-sufficient.

This position is normally based at our offices at 90 Eglinton Ave E, Toronto, at least until the lease expires at end of 2021. During the current period of COVID lockdown, this role will start as a remote position, and transition to onsite, with the possibility for flexible work arrangements, when the office reopens.

**How to Apply:**
Please address your application to Lesley Bell, Human Resources, and send the cover letter, detailed resume and any references, in confidence, to: lbell@ccla.org by March 18, 2021. Applications are considered as they are received.

**Please refer to “Office Manager / Executive Assistant“ in the subject line.**

In keeping with our ongoing efforts to represent the diversity of our community, we strongly encourage applicants from equity-seeking groups to apply.

We recognize that structural barriers shape experiences and job qualifications, and therefore we seek to use employment equity to differentiate between candidates who meet the required qualifications. We encourage people to apply even if they feel that the position would be a stretch.