POSITION TITLE: Finance and Operations Assistant

Employment Type (FT, PT, Contract): FT, Contract
Rate of Pay: Competitive
Job Location: Toronto, Ontario
Hours of Work: 35
Start Date: Immediate
Application Deadline: Open until filled

COMPANY NAME: The Gord Downie & Chanie Wenjack Fund
Street Address: 111 George Street, Suite 200
Phone: 226-227-9501
Fax:
Email: staff@downiewenjack.ca
Website: downiewenjack.ca

General Description of Duties:
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.

Responsibilities include:
• 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

Skills and Experience Required:

• Must be registered (or eligible for registration) with Miziwe Biik Aboriginal Employment and Training (Note: registration can be completed during the application/interview process)
• 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

How to Apply:
Please submit cover letter and resume to Crystal Reinhard, Manager, Executive Operations & Events email at crystal@downiewenjack.ca. Please clearly label envelope or email subject; Finance & Operations Assistant Application - Confidential

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