

www.womensupportnetwork.ca  
1110 Stellar Drive, Unit/Bureau 109  
Newmarket, Ontario L3Y 7B7  
Tel/Tél. : 905.895.3646  
Fax/Télé. : 905.895.6542

Crisis Line/Ligne d'aide :  
905.895.7313  
1.800.263.6734



women's support network  
of york region

Réseau de soutien pour les femmes  
de la région de York

## Job Posting

*The Women's Support Network (WSN) is the rape crisis/sexual assault centre in York Region. WSN is a feminist, non-profit organization that provides support to survivors of sexual violence and sexual exploitation for the purpose of human trafficking.*

### Job Title: Administration & Finance Coordinator

**Terms:** Full-time permanent, 37.5 hours weekly, including evenings and weekends

**Salary:** \$39,000.00 - \$41,500.00 per annum, plus benefits

The Administration & Finance Coordinator reports to the Executive Director and works in co-operation with the staff of the WSN.

### Major Responsibilities include:

#### Administration

- Maintain up-to-date staff policies, onboarding procedures, employment contracts and salaries, benefits, leaves and holiday records
- Co-ordinate all annual general meeting and volunteer appreciation logistics, including but not limited to, support to management, bookkeeping, the Board of Directors, invitations, guest lists and attending to provide administrative and/or host support for in-person or virtual meetings
- Monitor reporting requirements to ensure compliance
- Assist the Executive Director with reports as required for Board Meetings, Annual General Meetings and funder requests
- Triage inquiries that come through main office telephone lines and email accounts
- Maintain office environment and welcome visiting guests and members
- Oversee the scheduling of volunteers on WSN's 24-hour crisis line
- Oversee WSN's Bingo fundraiser (Sundays 3-6pm, Bingo World in Newmarket), including attending, scheduling and training volunteers
- Manage staff technology needs (telephone, internet, computers etc.)

#### Finance

- Assist in preparing all supporting information and schedules for the annual audit
- Manage all contracts, leases and other financial commitments with funders, vendors, partners, property manager and donors
- Control and manage petty cash and the purchase order system
- Ensure that finance filing cabinets and other finance-related physical storage systems are appropriately secured
- Ensure compliance with respect to submission of timesheets to allow for payroll processing
- Maintain charitable donation records and prepare charitable receipts
- Work with the Bookkeeper and Executive Director to monitor reporting requirements to ensure compliance and prepare accurate claims to funders based on grant and contribution agreements

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### Special Conditions

- Provide all services from an integrated anti-racist, feminist, anti-colonial and anti-oppression framework.
- Undertake special projects and other related duties consistent with the organization's objectives as assigned.

### Key Qualifications:

- A minimum of two years experience providing administrative and financial support in a not-for-profit environment delivering direct services
- Excellent written communication skills to prepare a range of office communications, funding reports, board materials, minutes, and responses
- Proficiency in a variety of computerized applications including database management, filing/tracking and an ability to use MS Office (Excel, Word, PowerPoint), Google Suite (including Gmail, Google docs, sheets, and Meet) and Zoom Business Edition (meetings and presentations)
- Ability to develop and grow relationships and communicate (verbal and written) with key stakeholders, including volunteers, staff, donors, agencies, government and funders
- Demonstrated knowledge of issues affecting marginalized groups e.g. trauma, poverty, mental health
- A team player with the ability to work collaboratively and motivate others to achieve goals
- Skilled multi-tasker with strong organizational, time management, prioritizing and problem-solving skills
- Strong ability to work in a fast-paced environment, independently and with minimal supervision
- Experience providing support to the executive director, board of directors, and committees
- Experience working with accounting systems such as QuickBooks is an asset
- French/English bilingualism is an asset; a second language other than English and French is an asset
- A valid driver's license and access to a reliable vehicle is required
- Related post-secondary education

**This position will remain open until filled.**

Please submit a cover letter and resume to:

Shannon Seeraj, Program Manager, [sseeraj@womenssupportnetwork.ca](mailto:sseeraj@womenssupportnetwork.ca)

Only applicants selected for an interview will be contacted. WSN is committed to a staff team that reflects the diversity within the community. We encourage Indigenous, Black, women of colour, immigrant women, differently abled, francophone, lesbian, bisexual and trans women to apply.