

Position: Coordinator of Administration and Information

Essentials: Permanent | 30hrs/ week | Unionized \$26.51/hour | Hybrid, York University - Keele Campus

Working with two co-workers and the volunteer Board of Directors, you will carry out critical administrative tasks. This role is essential to maintain the integrity of OPIRG York, assist volunteers in their activism, provide support to other activists and their organizations, and ensure that OPIRG York is fulfilling all of its financial and administrative responsibilities. The work environment has little day to day supervision. The Coordinator works cooperatively with all other staff to ensure the goals of the organization are met. The Coordinator must be able to work flexible hours and tasks will include:

Financial Management

- Payroll issued every second Thursday
- All salary deductions (taxes, CPP, EI) submitted to the Canada Revenue Agency by the 15th of every month
- Monthly books closed and reconciled 10 business days after month-end
- Health insurance and Long Term Disability submitted to OPIRG Provincial by month- end bi-monthly
- Monthly union dues submitted to CUPE 1281
- Monthly financial reports given to Treasurer, prepare yearly operating budget and present it to Board of Directors for approval
- Administer levy refunds
- Complete preparations for year-end audit and submit all reports to auditor by July 31st and for mid-term audit, submitted to auditor in January
- Review audit with Treasurer and SCLD to ensure levy funds for summer and fall terms
- Writing and administering grant proposals, with the assistance of the Treasurer, including Canada Summer Student Grant Applications

Organizational Administration

- Maintain meeting minutes, administrative and project archives and all other relevant documents in organized system
- Answer and respond to email and phone inquiries
- Collaborate with staff and volunteers to ensure office is organized, order and maintain office supplies
- Print and file all approved meeting minutes from Board meetings
- Upload approved meeting minutes and annual reports to the website and YU Connect
- Maintenance and development of Resource Centre

C449 the Student Centre * York University * 4700 Keele St. * Toronto, ON. * M3J 1P3 * Canada

416.736.5724 ph. * opirgyork@gmail.com * www.opirgyork.org

Networking and Organizational Relationships

- Liaise with allied organizations and groups for support around requested endorsements - printing, funding, etc,
- In collaboration with other staff, network with campus & community groups on common issues and campaigns
- Serve as an OPIRG representative to community & campus coalitions as needed
- Serve as chapter staff representative on the OPIRG Provincial Board
- Handle room booking requests for working groups
- Bring sponsorship proposals and printing requests to the Board of Directors when required and follow-through

Administrative Support to Board of Directors

- Attend Board and Staff meetings, relevant working group and committee meetings, and OPIRG provincial meetings
- Planning of Annual General Meeting (AGM) and other general meetings
- In collaboration with other staff and the outgoing Board of Directors, prepare and conduct orientation for incoming Directors each year
- Provide monthly staff reports to the Staff-Employer Liaisons and bi-weekly staff reports during Board meetings
- Participate in strategic planning, policy development, and policy implementation

Qualifications:

- 2-3 years demonstrated experience in a related position or field (paid and/or unpaid).
- Skills and abilities in the use of quickbooks, or equivalent program, and in financial management.
- Excellent written and verbal communication skills are very important to this position.
- Fluency and excellent skills in using the English language both written and verbal are essential in order to function effectively in the campus.
- The position requires a demonstrated understanding of and commitment to anti-oppression theory and a developed analysis on the political, social and legal aspects of oppression.
- Knowledge and experience in community activism/engagement, especially in implementing activities that are geared to bring about social, political, economic, or environmental change.
- Proven program and policy development skills including implementation, co-ordination and evaluation are essential along with demonstrated complex problem solving abilities.
- Proven ability to think strategically, especially as it relates to budgeting and planning.
- The nature of this position requires the ability to use tact and diplomacy, as well as a willingness to act as a resource and mentor to others in the organization, including the Board of Directors (who are mostly students).

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OPIRG welcomes the contributions that individuals from marginalized communities bring to our organization, and invites Indigenous people, people of colour, poor and working class people and those on social assistance, women, gays, lesbians, bisexuals, queer-oriented people; transgender, transsexual, intersex and two-spirit people; single parents, members of ethnic minorities, immigrants, people from non-academic backgrounds and people with disabilities to apply. We encourage applicants to describe the contributions and experiences they would bring to the OPIRG organization in their cover letter. All applicants are asked for a brief statement on their views of power and oppression.

Submission Guidelines:

Please submit the following to opirgyork@gmail.com by Wednesday, April 19, 2023 at 5pm.

- Cover letter
- Resume
- Brief statement on power and oppression (200 words maximum)