

Administrative & Events Assistant

Environment Funders Canada (EFC) is a network that catalyzes 70+ diverse philanthropic funders to respond to environmental crises in Canada with ambitious and innovative solutions that also address intersecting economic, social, equity and wellbeing challenges. Members are supported in these efforts with in-person and virtual learning and strategy sessions, collaborative funding opportunities, an annual conference, networking, knowledge dissemination and thought leadership products.

Position Title	Administrative & Events Assistant
Reports To	Operations Manager
Status	Full-time, permanent, 37.5 hrs/week
Location	Must be able to work from office in Toronto at least once/week
Salary	\$55,000
Start Date	As soon as possible
Application Deadline	Until filled (rolling application process)
Submission	<p>Please send resume and cover letter combined in a single document to nancy@environmentfunders.ca and name the file as follows: FIRST NAME_LAST NAME - DATE</p> <p>EFC is committed to centering equity, inclusion and decolonization in all that we do. We encourage applications from a diverse range of candidates, including BIPOC individuals, people with disabilities, and people who identify as LGBTQ2S+.</p> <p>While we are grateful to everyone who expresses interest in this opportunity, we will only be able to respond to those individuals who we are considering for the position.</p>

Position Summary

The Administrative & Events Assistant (AEA) is part of a five-person FTE team, reporting to the Operations Manager and supporting two Program Managers.

We are looking for a teammate who is experienced in handling a wide range of administrative and event management responsibilities with calm confidence and superior organizational skills. The ideal



candidate is an extremely detail-oriented, well-organized, tech-savvy, energetic, responsive, responsible and adaptable professional who:

- employs strategies for retaining multiple and varied bits of information, details and directions to effectively follow through on tasks, taking ownership for the accuracy and follow-through of the initiatives they are responsible for,
- is a natural team player and self-starter who communicates frequently, openly and directly,
- knows how to 'manage up' and proactively identifies what they need to deliver on their responsibilities, and
- possesses a strong ability to gather and analyze data and information and loves to create detailed 'to do' lists and check things off.

Our Culture

EFC is a small but mighty team that serves a large and diverse network. We're friendly, casual, and like to have fun together! We're also dedicated to making a big impact, so our ability to collaborate, rely on each other, and produce high quality work together is paramount. This means:

- We are committed to ensuring that above all else, our final products are high quality. That means that we use our discretion and where appropriate, proactively seek open and direct feedback from each other (and provide it) on how our work can be further enhanced and improved before we finalize decisions and pieces of work. It also means we have high standards and are particular about details and professionalism. We collectively hold each other and ourselves to high expectations.
- We engage in high levels of communication – we regularly message each other on Slack and we prioritize weekly check-ins and deep dives on different topics as needed.
- We enjoy a supportive team environment – we help each other in carrying out our different roles and we're understanding of life circumstances that require flexibility and adjustments in our work lives.
- We are task-driven – we love checking things off our To Do lists!
- We work in an action-oriented environment, but this is offset by the fact that we highly value flexibility and boundaries in when and where we choose to work.
- Our day-to-day interactions are casual and friendly, and we like to have fun and joke around with each other, but we recognize and respect that our working arrangements (e.g., most often from home) and personal circumstances often preclude social get-togethers outside of the office. That said, we value our in-person work time and ensure that we make the most of these opportunities wherever possible.
- We are comfortable sharing different viewpoints and arrive at the best possible outcome. If for some reason we aren't aligned after substantial discussion, our hierarchy kicks in for a decision to be made about the way forward.



- Integrity matters, in the way we treat each other, our members, partners, contractors and other stakeholders. That means we strive to be as transparent, honest, fair, objective, collaborative and accountable as possible in our approaches to our work and our communications with others. It also means that we take precautions to not cause harm to others and that we value everyone's wellbeing.

Core Responsibilities

Program Support and Event Planning (65%)

- Support the successful implementation of technical, administrative, and logistical aspects of EFC's annual conference, regional gatherings and other events
- Maintain accurate records within EFC's grant management system in Salesforce, ensuring that all grant and contract information is uploaded and accurate, and that related reporting and deliverable deadlines and requirements are tracked and completed.
- Assist PMs and ED in organizing online and in-person member-based meetings and learning activities (e.g., event registration, technology support and other logistics).
- Schedule meetings and webinars as needed.
- Take meeting notes and draft accurate minutes for multiple governance and programmatic meetings.

Membership Support (20%)

- Maintain accurate and up-to-date member information in all EFC databases (e.g., Salesforce, listservs, e-newsletter, website and the Membership Directory).
- Ensure that EFC is linked to each of our members via social media accounts.
- Process membership renewals and new membership applications including payments, invoices, receipts and acknowledgement letters.
- Pull membership reports as needed from Salesforce.
- Maintain members-only website resources.

Communications Support (15%)

- Support the design and distribution of the monthly EFC newsletter via MailChimp.
- Maintain and update website as needed.
- Extract and analyze engagement metrics associated with website, social media accounts and various membership offerings (monthly newsletter, webinar attendance, members only content, etc.) and present analytics quarterly.



Required Education & Experience

- Minimum three years' experience in an administrative and/or office management role
- Strong technology proficiency, particularly with Microsoft Office Suite, Salesforce, Mailchimp, Zoom Webinar, Wordpress, Dropbox, Canva, collaborative platforms and project management software (e.g., Asana)
- Event management experience
- Undergraduate degree or diploma

Job Conditions

- Flexible working hours made possible by our daily time tracking system and staff availability to work extended hours during special events
- Option to work from home 4 days/week
- Comprehensive benefits plan provided after 3 months
- 4 weeks' vacation + 3 office closure days during winter holiday period
- Frequent check-ins with Operations Manager
- Annual professional development opportunities
- Travel within Canada will be required approximately 3-4 times per year