

Employment Opportunity

Title: *Office Manager*
Organization: Equitas – International Centre for Human Rights Education
Location: Montreal, Quebec, Canada
Status: One-year contract, Full-time position with possibility of renewal
Application deadline: April 7, 2017, 17h00

Equitas is seeking a full-time *Office Manager* to manage core organizational functions related to Board Governance, Human Resources and Internal Communications. S/he will report to the Executive Director and work closely with the *Operations and IT Manager* and the *Program Management Officer*.

Only applicants currently eligible to work in Canada can be considered.

Responsibilities

Board of Directors

- Plan and coordinate meetings of the Board of Directors and the Executive Committee.
- Prepare agendas, minutes and circulate these in a timely manner, in consultation with the Executive Director and Board Chair
- Provide support as needed to ensure smooth functioning of Board activities and processes

Contribute to the smooth management of Equitas Human Resources

- Provide current and prospective employees with information about current human resources policies and procedures:
- Support managers in ensuring implementation of Policies and Procedures
- Information Management
- Coordinate Recruitment & Orientation Processes
- Keep abreast of legislation, industry trends and inform management on risks and opportunities linked to human resources.

Provide effective and timely support to the Executive Director

Coordinate efforts to ensure effective internal communications

- Put in place systems to ensure regular flow of information to all staff about organizational matters
- Coordinate staff meetings

Perform such other duties as may be assigned by the Executive Director

- Coordinate access to translation services
- Manage general correspondence and information requests

Qualifications

Education and Experience

- University degree with a minimum of two years administrative experience
- Knowledge and experience of human resources management practices and procedures
- Knowledge and experience of administrative management practices and procedures
- Computer skills and knowledge of office software packages

Key Competencies

- communication skills
- problem analysis and assessment, judgment and problem solving
- planning and organizing
- work and time management
- attention to detail and high level of accuracy
- information gathering and monitoring
- initiative
- integrity, diplomacy & discretion
- teamwork and collaboration

Language Requirements

- Excellent speaking and writing skills in both of Canada's official languages

Other considerations

- Commitment to the Equitas mission and values
- Experience working in the non-profit sector

Equitas For more information about Equitas and our programs, please visit our website: www.equitas.org. Equitas supports employment practices that promote diversity and respect human rights and offers a competitive salary and benefits for a similar position in the NGO sector.

Please direct your resume with a letter explaining your motivation in applying (**in one document**) to: **Ms. Margaret Brennan**

Equitas – International Centre for Human Rights Education
666 rue Sherbrooke Ouest, Bureau 1100
Montréal, Québec H3A 1E7
E-mail: mbrennan@equitas.org

Equitas thanks all applicants for their interest; however, only applicants under consideration will be contacted.