

IIT Office Administrator



Job Type: This is a **TEMPORARY** 6-month contract with the potential to lead to a full-time role. The incumbent will be eligible to apply for the permanent opportunity.

The Office Administrator will be the most senior staff, and will provide operational, administrative and financial oversight of the board-directed initiatives. As a leader, the incumbent is expected to motivate and inspire staff and build employees' morale.

Your exceptional interpersonal skills have earned you a reputation for building a trustworthy, positive, accountable work culture and for developing and inspiring strong teams and staff. A model example of exceptional commitment to organizational leadership, you set the standards for a team that is expected to provide the highest quality of services to the community served by the Islamic Institute of Toronto.

Having completed your University Education, preferably in Business or a related field, you also have a minimum of 5 years of a combination of public and private sector experience working as a senior staff. Ideally, you would also have experience in or exposure to a not for profit/charitable organization. You possess exceptional interpersonal skills, and the ability to build and support teams as well as foster strong relationships with the board and other internal and external stakeholders of the IIT.

Experience working in a unionized environment and financial knowledge would be assets.

As the IIT Office Administrator, you will:

1. Provide guidance, research and advice to the Board of Directors on existing and emerging initiatives.
2. Provide support to the Chair and members of the Board in the execution of the day to day operations.
3. Provide leadership and manage professional and administrative staff at the IIT;
4. Develop and execute policies and procedures that comply with all municipal, provincial and federal statutes and regulations;
5. Develop financial, human resources and other customer service policies and procedures that strengthens the efficacy of the IIT;
6. Work with the Board of Directors, staff and members of the UFCW to ensure compliance with the Collective Agreement, minimize disruption of services, monitor existing and emerging bargain-related issues to proactively address;
7. Strengthen relations with the community served by the IIT;
8. Actively seek funding opportunities to promote the mandate of the IIT.
9. Work with sub-committees at the IIT to deliver on key priorities as directed by the Board.

How to Apply

1. Apply by sending your cover letter and resume to hr@islam.ca with job posting ID "IITOA032618"
2. Customize your cover letter and resume to the qualifications listed on the job ad. Using concrete examples, you must show how you demonstrated the requirements for this job. We rely on the information you provide to us.
3. If you require a disability related accommodation in order to participate in the recruitment process, please inform the Chairman of the Islamic Institute of Toronto at hr@islam.ca to provide your contact information.

Deadline: The deadline to apply is **April 13, 2018 11:59 pm EDT**. Late applications will not be accepted.

We thank you for your interest. Only those selected for further screening or an interview will be contacted