

The Women's Legal Education and Action Fund (LEAF) is a national non-profit organization dedicated to advancing the equality rights of women and girls in Canada through litigation, law reform, and public legal education. For more than 35 years, LEAF's work has influenced the evolution of constitutional equality principles in Canada and made an important difference in the daily lives of women and girls across the country.

LEAF's national office is located in downtown Toronto. The organization also has eleven volunteer-run member branches across the country. LEAF branches run public education programs for youth, hold events on gender equality in their communities, and engage in law reform initiatives at the local level.

LEAF is looking for a new Office and Branch Relations Coordinator. This position is critical to enhancing LEAF's operations and advancing the work of our member branches. Working closely within the Operations team, the Office and Branch Relations Coordinator creates a productive working environment for the whole LEAF National staff team. This includes contributing to the financial processes of the organization, managing LEAF's IT software, and advancing the work of the branches.

This is a full time permanent position with an anticipated start date of January 4, 2022. The successful candidate will ideally work out of LEAF's Toronto office at least two to three days a week. The salary range for this position is between \$55,000 and \$65,000 a year. Additionally, LEAF offers a competitive benefits package and is committed to being an exemplary place to work.

Applications will be accepted until midnight December 5 at hr@leaf.ca. For questions regarding this position please contact Director of Operations brea at h.brea@leaf.ca.

Qualifications:

- At least a two-year college diploma in a relevant field of study or a three-year bachelor degree in a relevant field of study
- One to three years of work experience in a related role or experience from charities, non profits, small organizations, or similar volunteering experience
- Strong familiarity with common workplace software and tools, such as Microsoft 365 Suite
- Demonstrated ability to work with cloud-based software, such as DonorPerfect, Plooto, and SharePoint
- Excellent organizational, administrative, time management, and project management skills with demonstrated accuracy and exceptional attention to detail
- Solid verbal and written communication skills, with the ability to express ideas and opinions clearly and effectively
- Ability to work efficiently and effectively, both independently and as part of a team, and to meet tight deadlines in a fast-paced environment
- Functional bilingualism is an asset

We have made adjustments to our hiring processes due to the ongoing COVID-19 pandemic. At this time, most LEAF staff are working from home, and the interview process will occur remotely. We acknowledge that COVID-19 has caused disruptions to many lives and people may require additional accommodations.

LEAF welcomes and encourages applications from people with disabilities for all available positions. Where possible, accommodations will be made available upon request for candidates taking part in all aspects of the selection process.

LEAF encourages applications from candidates who reflect the diversity of our communities. We strongly encourage applicants who self-identify as belonging to BIPOC, newcomer, gender-diverse, and other equity-deserving groups to apply.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.

Office and Branch Relations Coordinator duties

Office Coordinator duties (40%)

- Takes the day to day lead in coordinating the overall office operations for LEAF National
- Coordinates the office's information technology and infrastructure, including researching and evaluating IT needs, assisting with the implementation of IT systems, and liaising with technical support providers
- Provides support to the Executive Director & General Counsel and the Director of Operations with respect to scheduling meetings, filing, correspondence, and other administrative tasks
- Receives and works collaboratively to address staff requests for accommodation or technology
- Collaborates with LEAF staff to provide support for LEAF National events
- Assists LEAF staff with event planning for projects, including venue, accommodation and travel arrangements, catering, and materials preparation.
- Coordinates intake and referral requests that come to the office, including by referring them to appropriate staff
- Assists with National office fundraising events
- Performs other duties, functions, and responsibilities as assigned

Branch Relations (35%)

- Oversees branch relations and maintains relationships between National and each of its branches
- Advances the day-to-day work of the branches through coordinating and participating in meetings, ensuring monthly reporting is completed, overseeing branches' various



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administrative reporting obligations, ensuring that branch activities are integrated into LEAF National's work, and liaising with the LEAF Board's Branch Subcommittee

- Provides operational support to branch Executive Committees
- Collaborates with LEAF staff to provide support for branch events
- Provides assistance to branches by monitoring and responding to incoming inquiries to the branch support inbox
- Coordinates the member database, including notifying branches when memberships are set to expire

Financial Administration (25%)

- Works with the Finance Manager to coordinate and manage relationships with vendors and service providers
- Receives and reviews all invoices/statements and pre-approves and/or forwards to the Finance Manager for approval
- Works collaboratively to ensure payment of invoices
- Generates monthly tax receipts for mailing and re-issues tax receipts at donor request
- Supports LEAF staff in managing the donor database
- Uploads and organizes automated and manual tax receipts to SharePoint