

# Director of Administration

END POVERTY NOW – VOLUNTEER POSITION



## *About End Poverty Now*

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End Poverty Now (EPN) is a Canadian non-profit organization dedicated to the alleviation of poverty on both local and international levels by finding, funding, and raising awareness of self-sustaining grassroots projects created by community members with firsthand experience of poverty. Please see [www.endpovertynow.ca](http://www.endpovertynow.ca) for more information.

## *Position Overview*

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The Director of Administration is an integral staff member of the EPN team. This board member is responsible for overseeing the management and administrative operations of the organization. This includes managing all EPN administrative files, organizing staff meetings, filing necessary documents to government agencies, and managing EPN's online accounts, while ensuring the organization's clear internal communications. As a part of our recent restructuring process, we are looking for a member that will help us establish strategies and procedures for our day-to-day administrative operations. This is a volunteer position offering excellent experience in the non-profit sector.

**Location** – Montreal, QC

**Work Type** – Non-profit, Part-Time, Volunteer

**Start Date** – Immediately

**Hours** – Approximately 10 hours/week (with emphasis on quality of work as opposed to set hours)

## *Duties & Responsibilities*

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- Oversee all legal and other non-monetary proceedings in which the organization takes part
- Oversee and assist the organization's HR and recruitment operations
- Ensure that all internal and external administrative information is organized and up-to-date
- File necessary documentation with government agencies and serve as their primary contact
- Organize the Board of Advisors and serve as their primary contact
- Organize and take minutes at staff meetings
- Ensure that each staff member has access to necessary files, accounts, and passwords
- Establish a long-term strategy that aims to improve administrative operations
- Oversee the work of the officers that pertains to administrative matters

## *Preferred Qualifications*

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- Excellent organizational and time-management skills
- Strong English communication skills, both written and spoken
- Strong interest in socio-economic issues
- Bachelor's degree or working toward a Bachelor's degree

- Basic proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Experience working with non-financial government statements is an asset
- Experience working for non-profit organizations is an asset
- Written and/or spoken French is an asset

### *Application Information*

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Please send your C.V./Resume and a short cover letter to: [apply@endpovertynow.ca](mailto:apply@endpovertynow.ca). Interviews will be conducted with qualified applicants, either online, over the phone, or in person.

Also visit: [www.endpovertynow.ca](http://www.endpovertynow.ca) | [Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)