



## Job Description

### Position: Campaign Administrator

**Reports to:** National Director, Government of Canada Workplace Charitable Campaign (GCWCC)

**Language Requirement:** Bilingual (English and French) - Imperative

**Location:** Ottawa-Outaouais region (office is in Ottawa)

**Hiring Salary Range:** \$50,000 to \$55,000, commensurate with experience

**Posting Date:** July 22, 2022

**Reply Deadline:** August 7, 2022

United Way Centraide (UWC) is Canada's leading network of local community builders empowering people to make lasting social change in their community. With a presence across Canada, serving over 5000 communities, our federated network of local United Ways and Centraides tackle the important social issues of poverty and social exclusion in their communities. Our vision is that everyone in every community has the opportunity to reach their full potential. United Way Centraide Canada (UWCC) is the national office that provides leadership and services to UWC members across the country.

The GCWCC operates Canada-wide and gives over 300,000 federal public service employees and over 370 000 retirees the opportunity to support a cause they care about.

### Job Profile

**Reporting to the National Director, the Campaign Administrator is responsible for providing administrative support to the campaign team as required. The incumbent works closely with campaign managers in the UWC network to ensure timely and accurate reporting of campaign results and establishes proactive ways of collaborating and communicating with diverse stakeholders including management, volunteers, and donors.**

- Responsible for general administration of the campaign and assists the campaign team in responding to key stakeholders including campaign Cabinet, volunteers, and UWC staff across the country.
- Oversees national campaign results tracking & reporting and ensures timely and accurate reporting through the national reporting system.
- Responsible for timely and efficient planning of meetings and supporting documentation (including reports, analysis, lists, statistics, PowerPoint presentations, notetaking).
- Responds to administrative requests from campaign team.

## Qualifications

### Education & Experience

- Undergraduate degree or college diploma in administration, marketing, fundraising, or related equivalent experience.
- Minimum of 5 years of related of experience
- Experience with fundraising campaigns and charitable sector an asset

### Skills/Knowledge:

- Language Requirement: **Bilingual Imperative (French & English)**; excellent communication skills in both official languages (oral and written)
- Proficiency in the use MS Office suite, with advanced proficiency in Excel
- Familiar with the use of databases
- Excellent administrative and organizational skills with an ability to set priorities
- Ability to cope with a fast-paced environment that presents with multiple concurrent demands, resolving conflicts, meeting deadlines and dealing with confidential material on a regular basis with acute attention to detail.
- Strong sense of teamwork
- Demonstrates sound judgement, maturity, tact and discretion.
- Knowledge of non-profit organizational structure and administrative processes is considered an asset

## Location

- We presently offer a hybrid work environment with offices in downtown Ottawa.
- Flexibility to work evenings and weekends, as necessary.

## Diversity, Equity, and Inclusion

United Way Centraide Canada hires based on merit and is strongly committed to diversity and equity within its community and to providing a welcoming and inclusive workplace. It especially welcomes applications from Black, Indigenous and People of Colour, women, persons with disabilities, people of all sexual orientations and genders, and others with the skills and knowledge to productively engage with diverse communities.

## How to apply

Please send your **cover letter along with your resume** in confidence to:  
[careers@unitedway.ca](mailto:careers@unitedway.ca)

We thank everyone for applying; however, only qualified candidates will be contacted.