



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: \$45,000 to \$55,000, commensurate with experience

Vacancy: This job posting is for an existing vacancy

Posting Date: May 14, 2026

Reply Deadline: May 29, 2026

Job Profile

Reporting to the National Director responsible for the Government of Canada Workplace Charitable Campaign (GCWCC) managed by United Way Centraide Canada (UWCC), the **Campaign Administrator** is responsible for providing administrative support to the campaign and campaign team as required. The incumbent works closely with campaign managers in the United Way Centraide (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.

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.

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. UWCC is the national office that provides leadership and services to UWC members across the country.

Responsibilities

- Assists the National Director and any other designated team members in their relationship with the campaign's key stakeholders including campaign Chair and Cabinet, volunteers, loaned representatives, and UWC staff across the country. Prepares meetings and supporting documentation related to various files and follows up as required.
- Timely and efficient planning of meetings and supporting information and documentation required for visits by the Director and campaign team with campaign managers and volunteers (including reports, analysis, lists, statistics, PowerPoint presentations).
- Oversees national campaign results reporting and ensures timely and accurate reporting of results through the national online reporting tool.
- Provides general administrative support including scheduling of meetings for National Director and campaign team to support campaign needs.
- Produces supporting documents and reports required at various stages of the campaign to ensure that timelines for the various deliverables are met.

- Assists with preparations and the scheduling of various meetings, prepares meeting rooms and the necessary equipment. Provides support for meetings through notetaking.
- Responds to administrative requests from management and any other designated team member to meet the various needs of the campaign.

Contacts

Internal: Internal stakeholders include campaign staff team and national office staff

External: External stakeholders include campaign Cabinet and campaign leaders in government, UWC campaign managers, and various vendors, among others

Qualifications

Education & Experience

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

Skills/Knowledge:

- Language Requirement: **Bilingual Imperative (French & English)**; excellent communication skills in both official languages (oral and written)
- Advanced administrative skills including proficiency in the use MS Office suite (Excel), with an ability to adapt to and implement new technologies.
- Intermediate/Proficient knowledge with current software for data analysis and information distribution/reporting.
- Excellent organizational skills and ability to set priorities
- Ability to cope with a fast-paced environment that presents multiple concurrent demands, resolving conflicts, managing competing priorities, meeting deadlines and dealing with confidential material on a regular basis with acute attention to detail.
- Strong sense of teamwork
- Ability to deal with ambiguity and navigate a complex environment
- Responsible and efficient
- Self-reliant, and performs well under pressure.
- Knowledge of non-profit organizational structure, policy and administrative systems is considered an asset
- Demonstrates sound judgement, maturity, tact and discretion.

Location

- Position is in UWCC's office based in Ottawa, with opportunity for hybrid work model.
- 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:
recruitment@e2rsolutions.com

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