

## Member Administrator (9-month contract)

Location: 180 Duncan Mill Road, Toronto, ON

Have you heard about our big changes? That's right Girl Guides of Canada–Guides du Canada as launched a new vision, mission, look and feel as it continues to provide a safe space to empower girls to be “Everything she wants to be”. With our new vision of, “A better world, by girls” and our mission, “To be a catalyst for girls empowering girls”, we are excited to build on our 100+ year history to ensure that we are relevant to today’s girl. Guiding is where a girl can shine as she takes the lead, explores new challenges and meets the most important person in her life - herself - all with the support of girls and women who will be by her side every step of the way. Her next adventure starts with Guiding. Does yours?

To support our new mission, we are currently seeking a Membership Administrator to provide amazing support to the Community Support team and adult member renewal experiences for the wonderful women who wish to be members of Guiding in Ontario. If you are a person who is super organized, detail oriented, and who loves working with people, please read on...

As part of our Community Support team, you will process a high volume of phone calls and emails every day. You will need to become an expert on our member processes and systems so that you can input and track stages of screening and annual renewals as well as provide timely responses to a full range of issues and questions from the applicants.

If you thrive when keeping things organized, have great attention to detail, patience and the empathy to help busy people understand processes, all while working with a team of highly committed colleagues who are putting the girl at the center of everything they do, then this role might be a great fit for you. Of course, if you are familiar with Girl Guides in Ontario and share a passion for promoting the benefits of becoming a member, even better.

If this sounds like a perfect role for you, make sure that you have the basics before you apply...

### The Basics

- Related degree or diploma (Business Administration, Office Management) or equivalent work experience
- 1-2 years’ experience working in an office environment
- Intermediate knowledge of MS Office – Word, Excel, OneNote and Outlook
- Demonstrated ability to provide excellent customer service
- Strong data entry skills that combine attention to detail, low error rate and speed
- Skilled at setting priorities and managing time
- Familiarity with Girl Guides of Canada and experience in the voluntary sector is an asset

### Final Details

- Contract, starting immediately – competitive salary
- Located at 180 Duncan Mill Road, Suite 100, Toronto
- Typical office hours 8:30 to 4:15 M-F
- Reports to the Community Support Manager

Does this sound like you? Then apply today!

Submit a [cover letter](#) and [resume](#) (as one file) by Friday, February 21, 2020 to [HR@girlguides.ca](mailto:HR@girlguides.ca).

**\*Kindly reference the position title in the subject line of your email message.**

We thank all candidates for their interest. Only those selected for an interview will be contacted.

..Upon request, Girl Guides of Canada–Guides du Canada will make reasonable accommodations for persons with disabilities during the recruitment process. Accommodation requests should be made in advance to People & Culture.

