

Canadian Christian Relief & Development Association (CCRDA)

CCRDA Coordinator Job Description & Responsibilities

September 2010

Time

- This is a part-time position with flexible hours
- 15 to 17.5 hours per week
- Some weeks require greater time commitment than others (e.g. Annual Forum)

Wage

- The wage range for this position is \$15,000 - \$20,000 per year
- Wage is paid at an hourly rate – this rate to be determined based on ability & experience

Requirements

- Experience in the relief & development field is *preferred*
- Computer Proficiency, *including*
 - MS Word & Excel (for general administration)
 - QuickBooks (for bookkeeping)
 - Website Programming
 - Desktop publishing program (for publicity pieces and newsletter)
- References & Security Check

Reporting

The position reports to the CCRDA Board, working closely with the CCRDA Board Chairperson in the most direct reporting relationship. In implementing tasks, the Coordinator has regular connections with CCRDA Board members and is accountable to them for providing administrative support related to their board responsibilities.

Responsibilities

Generally, the CCRDA Coordinator is responsible for providing support to the association in,

- Administration
- Communications
- Conference Planning
- Membership Management
- Advocacy
- Financial Management
- Website Management

Specifically, the CCRDA Coordinator is responsible for the following:

Administrative Support

- Participate in all Board meetings and most sub-committee meetings as a recorder, distributing minutes after the meeting and filing them for easy reference
- Update manuals or guidelines as needed
- Maintain a CCRDA mailing list
- Follow up on Board requests and correspondence

Communications

- Communicate to members regularly regarding Board activities and other relevant information, including
 - Monthly member update (email)
 - Quarterly newsletter (email and hard copy)
- Prepare an annual report for distribution to the CCRDA members
- Represent the CCRDA at functions as needed

Forum Coordinating (*2-day annual members' conference*)

- Chair the Forum planning team, reporting back to the Board regularly
- Ensure that all necessary arrangements are made for the Forum, including developing a cost-recovery budget and booking appropriate facilities and speakers
- Regularly distribute updated financial records related to the Forum to both the Forum Planning Committee and Board
- Attend the Forum and oversee the administrative aspects of the event (i.e. registration, speaker support)
- Develop and distribute a Forum Report after the event

Member Support

- Maintain appropriate membership records
- Develop and maintain appropriate systems for collecting useful information about members, sharing this information with other members and interested parties as appropriate
- Maintain an information-sharing system for humanitarian emergencies
- Develop and maintain a collection of resources for CCRDA
- Receive member input regarding special projects and pass requests on to the Board
- Coordinate workshops for member agencies on relevant practices or tools in international development
- Coordinate the production of joint development education materials in consultation with the Board
- Develop membership base

Advocacy

- Regularly review changes in Canada's international development policies and plans, and inform CCRDA members as needed
- Prepare briefs or responses on behalf of the CCRDA in consultation with the CCRDA Board
- Participate in key meetings with DFAIT, CIDA and other partners as Board requires

Financial Management

- Handle all administrative aspects of financial management
 - Banking
 - Bookkeeping (using QuickBooks)
 - Budget (in cooperation with the Treasurer and Board)
 - Annual membership renewals

Website Management

- Act as webmaster
- Maintain and update website as needed