

Canadian Christian Relief & Development Association (CCRDA)

Part-time National Coordinator – The Canadian Christian Relief & Development Association (CCRDA) is seeking a part-time national coordinator to cover a maternity leave. CCRDA is a registered charity that supports the work of 35 Canadian relief and development agencies working around the world. The Coordinator works from a home office (15 to 17.5 hours per week) and communicates primarily through computer and telephone.

Reporting to the CCRDA Board Chairperson, key responsibilities of the Coordinator include: administrative support; communication with members, Board and external contacts; coordination of an annual national forum; membership support; advocacy initiatives as directed by the Board; financial management; and website management.

Interested applicants should be proficient with computer programs including: Microsoft Office, QuickBooks and website programming. Applicants must have a background in relief & development work, and must have very strong administrative skills.

The position pays a competitive hourly rate, which will be determined, based on ability & experience, but it amounts to \$15,000 to \$20,000 per annum.

The deadline for applying is Friday, September 17, 2010.

Interested applicants should email resumes and cover letters to:

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