



NATIONAL ASSOCIATION OF JAPANESE CANADIANS

## **JOB POSTING: ADMINISTRATIVE ASSISTANT**

**Job Title:** Administrative Assistant

**Organization:** National Association of Japanese Canadians

**Location:** Remote within Canada

**Reports To:** Executive Director

**Job Type:** Full-Time

**Salary:** \$35,000 to \$39,000

**Start Date:** January 15, 2025

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### **Organization Overview:**

The National Association of Japanese Canadians is a not-for-profit Japanese Canadian organization with a vision to foster a strong, unified community founded on diversity and committed to human rights for all, for the enrichment of Canada.

Its mission is to promote and develop a strong Japanese Canadian identity and thereby to strengthen local communities and the national organization and to strive for equal rights and liberties for all persons – in particular, the rights of racial and ethnic minorities.

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### **Position Overview:**

We are seeking a detail-oriented and highly organized **Administrative Assistant** to join our team. The successful candidate will play a key role in supporting the daily operations of the organization by assisting with administrative tasks, managing communications, coordinating events, and helping with project management. This position requires someone who is proactive, adaptable, and passionate about serving the Japanese Canadian community.

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### **Key Responsibilities:**

#### **1. Administrative Support:**

- Provide administrative assistance to the Executive Director, National Executive Board, our committees and Project Managers.
- Manage calendars, schedule appointments, and coordinate meetings for staff, board members and committees.
- Prepare and organize correspondence, reports, presentations, and documents.
- Prepare meeting agendas, organize meeting logistics, gather and share meeting documents and document minutes of the meeting.
- Maintain office supplies, equipment, and files in an organized manner.

#### **2. Communication and Outreach:**

- Respond to inquiries via phone, email, and in-person, providing timely and professional customer service.
- Assist in drafting and distributing newsletters, social media posts, and event invitations.
- Support the organization's outreach efforts by maintaining contact lists and communicating with stakeholders.

#### **3. Event Coordination:**

- Assist in the planning and execution of cultural events, workshops, and community outreach activities.
- Coordinate logistics, including venue bookings, catering, materials preparation, and volunteer management.



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- Ensure that events run smoothly and align with the organization's goals and objectives.

### **4. Financial and Record Keeping:**

- Assist with bookkeeping tasks such as invoicing, tracking expenses, and processing reimbursements.
- Maintain accurate records of donations, grants, and program expenditures.
- Help prepare reports for funding agencies, board meetings, and audits as required.

### **5. Community Engagement:**

- Support the development of partnerships with local organizations, businesses, and other stakeholders.
- Help promote the organization's mission and programs through outreach efforts.
- Participate in community events and help build relationships with key partners.

### **6. General Office Support:**

- Assist with organizing and maintaining the office environment, ensuring it is clean and welcoming.
  - Handle incoming and outgoing mail, packages, and deliveries.
  - Perform other duties as required to support the smooth functioning of the organization.
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### **Qualifications:**

- **Education:** Post-secondary degree or diploma in Business Administration, Nonprofit Management, or a related field. Equivalent work experience will be considered.
  - **Experience:** Minimum of 2 years of administrative experience, preferably in a nonprofit or community-based setting. Familiarity with Japanese Canadian culture is an asset.
  - **Skills:**
    - Excellent organizational and multitasking abilities.
    - Strong verbal and written communication skills.
    - Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Google Workspace.
    - Experience with event planning and coordination.
    - Familiarity with collaboration tools (Zoom, Teams)
  - **Language:** Fluency in English is required. Proficiency in Japanese (spoken and/or written) is an asset but not required.
  - **Personal Attributes:**
    - Strong attention to detail and problem-solving skills.
    - Ability to work independently and as part of a team.
    - High level of professionalism, discretion, and integrity.
    - A passion for community engagement and cultural preservation.
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### **Working Conditions:**

- Flexible working hours with occasional evenings or weekends required for meetings and events.
- The role may involve working from both the office and remotely, depending on organizational needs and public health guidelines.
- Access to professional development opportunities and training.
- Candidate must have own laptop computer and cell phone.

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### **How to Apply**

Interested candidates should submit a resume and cover letter detailing their qualifications and interest in the role to [ed@najc.ca](mailto:ed@najc.ca) by January 15, 2025. In your cover letter, please include specific examples of your administrative experience, especially in nonprofit or Japanese Canadian community setting.

The National Association of Japanese Canadians is committed to fostering an inclusive and diverse workplace. We encourage applications from all individuals, regardless of race, gender, age, disability, sexual orientation, or cultural background.

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