



POSITION DESCRIPTION

Position	Department
Administrative Clerk	Finance and Administration
Term, Hours and Pay Rate	Location
Start Date: July 7, 2025 End Date: August 22, 2025 (7 weeks) Up to 8 hours per day, 4 days per week @ \$19/hour, paid according to hours worked	Ottawa Office – 4 days in the office
Reports to	Date of Last Revision
VP, Administration and Finance Additional supervision from Office Manager	May 1, 2025
Peers	Subordinates
Finance Assistant – Payables Finance and HR Assistant	None

POSITION OVERVIEW

This person will perform general clerical tasks in the Finance and Administration department. They will be trained to provide all tasks related to scanning and archiving of documents, opening and sending mail and keeping inventories of supplies. This position reports to the VP, Administration and Finance with additional supervision in day-to-day assignments by the Office Manager.

POSITION REQUIREMENTS

The person in this position must agree to and sign the EFC's statement of faith, be in agreement with the EFC's Objects and sign and abide by a code of conduct and expectations of EFC employees. The person in this position is expected to uphold the organizational ends of the EFC as set by the EFC Board of Directors in fulfilling the Position Description.

EFC Ends:

- EFC Affiliate leaders will lead with theological soundness and prophetic imagination in the face of current and future challenges in the wider world for common Gospel mission.
- EFC Affiliates will be effective advocates for the marginalized.

- People of all faiths in Canada will live out their religion freely and participate conscientiously in all sectors of society.
- EFC Affiliate leaders and others will unite for strategic conversation and creative collaboration, for peaceable and visible action in common Gospel mission.

EDUCATION

- Some secondary or post-secondary education (can be in process)
- Age must be between 18 years old and 30 years old at time of hire (start date) to qualify for government funding (Canada Summer Jobs Program) associated with this position; proof of age required

CORE COMPETENCIES

The operational core competencies, which the candidate must demonstrate to be effective in this position, are listed below:

- Comfortable working in a technology-dependent environment
- Proficient in Microsoft Office; knowledge of Microsoft Teams is an asset
- Attentive to detail and strong organizational skills; accomplishes tasks in an efficient and timely manner
- Good interpersonal and customer service skills to communicate effectively with staff
- Works well with minimal supervision
- Able to work with confidential information

RESPONSIBILITIES

Performs general clerical tasks for departments as required, including but not limited to:

- Preparing courier and postage items
- Organizing storage areas (keeping inventory of stock)
- Keeping inventory of books and supplies and mailing them out upon request
- Assisting with preparations for office events
- Sorting through boxes of paper records, organizing and preparing for scanning to digital copy
- Digitizing records using scanner, carefully naming and saving digital records to a known digital and file storage bin
- Reviewing digital records to confirm scanning has been performed successfully
- Preparing scanned paper records for shredding
- Assisting the VP, Administration and Finance and Office Manager with various other tasks, as needed

HOW TO APPLY

Candidates should apply in writing to Karen Fishwick (karen.fishwick@theefc.ca) with a cover letter and resume.