

Introduction:

We are looking for a Part-Time Administrative Support person with the skills, commitment, and heart to join EPP Canada's team and support our growth. The successful candidate will provide administrative support primarily to EPP Canada's Executive Director. If you have previous experience as an [Office Administrator](#) or similar administrative role, and you've attended at least one of EPP's [public programs](#), let's talk! To start the dialogue, please forward your resume by March 31 to canada@enneagramprisonproject.ca, and provide information about your connection to EPP.

Part-Time Requirements:

- We currently expect the work will require 8-10 hours per week. There will likely be an opportunity for more work as EPP Canada grows and obtains more funding.
- This work can be done remotely, from home. The person filling this role is free to work when and for whom they choose and s/he may provide their services to other clients at the same time.
- The role will initially be on a part-time contract basis, and will require submission of monthly invoices including time spent and a brief description of the work performed each day. After 3 months, and upon mutual agreement, the role could be converted to a part-time employed role.

Duties & Responsibilities:

- *Coordination & Scheduling:* scheduling assistant for EPP Canada Executive Director (ED) and Board of Directors, as required, including setting up Zoom calls
- *Marketing & Communications:* periodic updates to EPP Canada [website](#) and [brochure](#), under the direction of EPP's graphic designer and EPP Canada ED
- *Digital Document Management:* assembling/filing of board and circle meeting materials onto relevant EPP Canada google drives; downloading zoom recordings onto google drive
- *Meeting Minutes & Notes:* drafting board meeting minutes, preparing/reviewing circle notes and informing circle(s) about updated notes in the google drive; preparing circle highlights/announcements for EPP's circle news feed in EPP's Slack channel
- *Proofing/Formatting:* updating powerpoint presentations and word documents as required for consistent layouts/branding for use in circle meetings
- *Online Research Summaries:* research/precis of research materials as directed by the ED as relevant to Canada's corrections system and EPP Canada's client community
- *Contact Management & Communications:* contact/donor management via Salesforce/excel; drafting/issuing and tracking communications to EPP Canada's community/donors/potential donors; responding to basic requests from members of EPP Canada's Community and referring more complex requests to the appropriate person
- *Program Coordination:* arranging printing/shipping of guide/participant workbooks as needed for programs; coordinating travel arrangements as required for personnel involved in delivering programming locally
- *Event Planning:* community building event planning for existing EPP Canada Community members and potential donors
- *Monthly Reporting:* preparing regular financial and administrative reports on key metrics such as connections made, donations received, expenses incurred

Personal Attributes & Skills:

The ideal candidate will have the following personal attributes in order to work effectively as a member of EPP Canada's high performing team:

- *Alignment with EPP Canada's Mission, Purpose, Goals and Values:* interested in supporting EPP Canada's [mission, purposes and goals](#): to help people understand why they do what they do – on both sides of the bars; acceptance of and alignment with EPP Canada's [values](#)
- *Strong Interpersonal Skills:* able to work collaboratively within a circle/team; good listening, written and verbal communication skills; responsive to requests
- *Personal Integrity, Ethics & Dependability:* honest, ethical and high personal integrity; accepts accountability for role and responsibilities; completes tasks as assigned, or communicates when tasks cannot be completed as expected; able to build trust with others
- *Good Business Judgment & Willing to Learn:* able to understand operational aspects of EPP Canada's business, even though s/he may have no prior direct experience working with a [teal](#) organization; willing to learn new programs/digital solutions
- *Organized, Effective & Efficient:* organized/able to organize/maintain digital records; able to prioritize daily tasks; good time management skills; able to work remotely, independently, and often without direction; good attention to detail
- *Technically Proficient:* proficient in use of excel, word, powerpoint and google docs/sheets using his/her own equipment
- *Discretion & Confidentiality:* able to keep board discussions confidential; defers to ED before speaking outside of the boardroom about matters discussed in Board of Director meetings; able to protect personal and confidential information received as a result of his/her role

Experience & Education Requirements:

- Prior administrative support / communications skills experience for at least 3 years
- High school completion
- Ideal candidate has completed at least one of EPP's [public programs](#): 9Prisons OneKey and/or Path to Freedom and/or EPP's Guide Training Program
- Higher education degree/certification from an accredited college or university would be an asset
- Bookkeeping skills would be an asset

About EPP Canada:

EPP Canada is on a mission to understand why we do what we do, using the Enneagram to inspire transformation on both sides of the bars through self-awareness, self-regulation, and self-compassion. We do the work together. EPP Canada was incorporated in March 2021 and applied to become a registered charity in October 2021.

EPP Canada currently has a group of volunteers, two Canadians who are apprenticing and 3 other Canadians who have completed EPP's guide training coursework, a Part-Time Interim Executive Director, a [Board of Directors](#) comprising 5 people, and an Advisory Council comprising 2 people. EPP Canada's Board of Directors meets monthly. EPP Canada is [affiliated](#) with the Enneagram Prison Project in the US, which was founded in 2012 by Susan Olesek, and international affiliates in Australia, Belgium, France and the UK, each of which were founded in 2018.

Compensation:

- Hourly market rates