



The Ontario Justice Education Network is hiring!!

Office Manager - contract

The Ontario Justice Education Network (OJEN) is a charitable organization bringing together leading representatives of the justice and education sectors to foster public understanding of the justice system. OJEN's main focus is on high school and elementary school students and teachers. Through various programs, OJEN facilitates the collaborative volunteer activity of judges, lawyers and educators to support public education activity in relation to the justice system.

Responsibilities include, but are not limited to:

- Liaison with a variety of organizations and individuals in the justice, education and community sectors
- Communicate with the public and stakeholders contacting the OJEN office, in person, by telephone or electronically
- File and retrieve corporate documents, records and reports
- Maintain financial filing system
- Perform clerical bookkeeping functions, invoice processing, bank deposits, monthly billings and payments
- Perform general office duties such as ordering supplies, maintaining electronic records management systems
- Communicate with OJEN's stakeholders and volunteers and respond to resource or program requests
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, and/or presentation software
- Oversee maintenance of benefits administration
- Troubleshooting on IT/IS systems
- Supporting orientation and training on systems for new staff
- Daily office management
- Web content management & updates
- Manage interns assisting with administrative and operational tasks

Candidates with a combination of the following qualifications are encouraged to apply:

- Experience with grass-roots community organizations
- Familiarity with and /or education in the justice sector
- Ability to work in both official languages
- Ability to work effectively within a diverse and multi-disciplinary team
- Computer literate
- Basic bookkeeping skills

- Demonstrated flexibility and time management skills in a high-pressure environment and maintain a positive attitude
- College diploma and / or equivalent experience in business administration
- Excellent written and oral communications skills
- Strong administrative ability
- Experience with website management

Salary range: \$35,000 – 43,000 depending on qualifications.

Closing date: May 31, 2012

Anticipated Start Date: June 18th, 2012

Additional information about OJEN is available online at www.ojen.ca. Interested candidates should submit a covering letter and a résumé by mail or email to:

Attention: Office Manager position
Ontario Justice Education Network
130 Queen Street West
Toronto, ON
M5H 2N6
info@ojen.ca
www.ojen.ca

We thank all applicants for their interest but will only contact those who are short-listed. Resumes will be kept on file for six months, and then shredded.