



## Adult March of the Living | Administrative Assistant

Canada Israel Experience is looking to hire an Administrative assistant for the Adult March of the Living (MOL). The successful candidate will be responsible for collecting and depositing payments, maintaining flight lists, rooming lists and other pre-trip components. In addition to the Adult MOL mission, responsibilities will include administrative support for the March of the Living 30<sup>th</sup> Anniversary Gala. Under the leadership of the Associate National Director of the March of the Living Canada, the candidate will be providing administrative support to the National MOL office. This is a 5 month contract, until June, 2018.

### RESPONSIBILITIES:

#### Logistics and Administration:

- Assist with logistical and administrative operations
- Financial operations and reconciliation
- Input, organize, and process data
- Communicate with participants and stakeholders
- Assist with program and event coordination
- Responsible for filing, photocopying, mailings, and general office tasks

#### Reporting and Relationships

The position will report to and be supervised by the Associate National Director, March of the Living Canada and will report to the Director of Operations for CIE. Additional tasks maybe assigned.

### QUALIFICATIONS

- Administrative experience required
- Proficiency in MS Excel, MS Word and MS Outlook is a must
- Knowledge of operating standard office equipment
- Excellent communication and organization skills, with a high attention to detail
- Ability to prioritize projects under strict timelines
- Ability to work with lay leaders in Toronto and nationally
- Must be a team player

### About us:

The March of the Living is a two-week educational program for high school students and adults who travel to Poland and Israel to learn about the darkest and brightest chapters in Jewish History.

Since established in 1996, [Canada Israel Experience](#) upholds a tradition of excellence in providing the highest standards of education, logistics, and safety. CIE programs include but are not limited to [Birthright Israel](#), [March of the Living Canada](#), March of Remembrance and Hope, Canadian school and camp travel initiatives. CIE is a department of Jewish Federations Canada-UJA and is generously supported by local federations across Canada and the Education Department of the Jewish Agency for Israel.

Submit resume and cover letting quoting REF # CIE 400 to [jobsearch@canadaisralexperience.com](mailto:jobsearch@canadaisralexperience.com).  
Application Deadline: January 31, 2018.

We thank all applicants for their interest, however; only those applicants invited for an interview will be contacted.