



## Toronto High School March of the Living | Administrative Coordinator

Canada Israel Experience is looking to hire an Administrative assistant for the Toronto High School March of the Living (MOL). The successful candidate will be responsible for pre trip administrative duties. This is a one-year contract.

### **RESPONSIBILITIES:**

#### **Logistics and Administration:**

- Assist with logistical and administrative operations for the program and the participants
- Financial operations and reconciliation
- Input, organize, and process participant data
- Assist with program coordination for the trip, information nights, educational shabbaton weekends, and staff meetings
- Responsible for filing, photocopying, mailings, and general office tasks
- Involves some evening and weekend work as required
- Note: Hours may increase in March and April prior to the trip leaving

#### **Reporting and Relationships**

The position will report to and be supervised by the Interim Director, Toronto High School March of the Living 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
- 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 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 500 to [jobsearch@canadaisraelexperience.com](mailto:jobsearch@canadaisraelexperience.com) by February 14, 2018.

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