



## DIRECTOR OF ADMINISTRATION

Are you a highly organized, experienced leader with operational excellence? The Catholic Women's League of Canada, a nationwide non-profit organization is seeking a **Director of Administration** to oversee and optimize our administrative functions.

### THE ORGANIZATION

**The Catholic Women's League of Canada calls its members to grow in faith, and to witness to the love of God through ministry and service.**

### THE POSITION

The position is located at the national office in Winnipeg, Manitoba. In this pivotal role, you will be responsible for a wide range of critical areas, including:

- **Human Resources:** Management policies, recruitment, onboarding and employee relations.
- **Office Management:** Ensuring efficient daily operations, maintaining office supplies and managing vendor relationships.
- **Financial Administration:** Collaborating with our finance committee on budgeting, expense tracking and financial reporting support.
- **IT Oversight:** Liaising with IT suppliers to ensure smooth technological operations and system efficiency.
- **Policy & Procedure Development:** Implementing and refining administrative policies and procedures to enhance productivity and compliance.

### The Ideal Candidate Will Possess:

- Bachelor's or Master's degree in business administration and management or a related field.
- A minimum of 5 years of progressive experience in an administrative leadership role.
- Proven expertise in human resources, office management, and financial oversight.
- Exceptional organizational skills and meticulous attention to detail.
- Strong leadership abilities with a track record of motivating and developing teams.
- Excellent communication and interpersonal skills.
- Proficiency in relevant office software and administrative systems.
- Pastoral Letter of Reference.

If you are a proactive problem-solver who thrives in a dynamic environment and is ready to make a significant impact, we encourage you to apply!

### Apply:

Please submit your resume and cover letter to [cwldoa@gmail.com](mailto:cwldoa@gmail.com) by June 30, 2025.

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