

Office Manager (Full-time)

The HIV & AIDS Legal Clinic Ontario (HALCO) is a community legal clinic serving the legal needs of people with HIV in Ontario. HALCO staff provide legal advice and representation, and engage in public legal education, law reform and community development activities. The clinic is seeking an office manager.

Position Duties

The office manager is accountable to the executive director and is responsible for:

- Managing the clinic's finances, including charitable status obligations;
- Preparing reports and applications for funders;
- Maintaining employment records and benefits;
- Managing the clinic's office systems;
- Providing administrative support for staff and board of directors;
- Supervising the clinic's support staff/receptionist;
- Maintaining the physical premises of the clinic; and
- Other duties assigned by the executive director.

There may also be opportunities to be involved in fundraising and development activities. Salary based on the community legal clinic salary grid.

Required Qualifications

- Relevant post-secondary education;
- Relevant experience, preferably in a not-for-profit organization;
- Superior capacity for financial and detail-oriented work;
- Excellent written communication skills;
- Proficiency with computer programs including Word, Excel, Simply Accounting, etc.; and
- High degree of professionalism and integrity.

Preferred Qualifications

- Knowledge of HIV/AIDS affected communities;
- Knowledge of community legal clinics; and
- Fluency in French.

Application Deadline: Thursday, November 19, 2015, 4:30 p.m. (E.S.T.)

Interested candidates are asked to submit a cover letter, résumé and references through Charity Village, at:

<http://charityvillage.com/jobs/search-results/job-detail.aspx?id=326687>

Candidates from traditionally disadvantaged groups, including people with HIV, are encouraged to apply. While we thank all applicants for their interest, only those offered an interview will be contacted.