



Canadian Political Science Association
Association canadienne de science politique

Office Administrator Job Posting

Who We Are

Established in 1912, the Canadian Political Science Association (CPSA) is the main professional organization of political scientists in Canada. It is a bilingual organization, operating in both of Canada's official languages. As a Registered Canadian Charitable Organization, its main purpose is to develop, promote, and facilitate the study of politics and government in Canada. The CPSA looks to develop a community among students, researchers, journalists, practitioners, teachers, and all individuals interested in the discipline. Moreover, it seeks to provide resources for advancing the study of politics, policy, and government in Canada and internationally. Among the organization's main activities are the facilitation of networking and communication among members concerning affairs of the discipline, the organization of an annual academic conference, the administration of the *Canadian Journal of Political Science* (CJPS), and the provision of administrative support to the Parliamentary Internship Programme (PIP) and the Ontario Legislature Internship Programme (OLIP). The CPSA is a member of the Canadian Federation for the Humanities and Social Sciences and has a longstanding cooperation agreement with the Société québécoise de science politique (SQSP).

Canada's settler-colonial foundation and the Indian Residential School system have cast a long shadow on the present. In response to the 2015 Calls to Action of the Truth and Reconciliation Commission of Canada, which carry implications for teaching and research in political science, the Association's Board of Directors created the CPSA Reconciliation Committee in 2016. The committee is currently producing an extensive Bibliography on Indigenous Politics in Canada, is developing a list of Resources on Indigenous Politics, and has facilitated the creation of Departmental Representatives to help monitor progress on the Truth and Reconciliation Commission's calls for action.

More information about the CPSA can be found at cpsa-acsp.ca

Job Summary

The CPSA Office Administrator is an essential part of the Canadian Political Science Association team, serving a pivotal role for the discipline in Canada. Reporting to the Executive Director and the Secretary-Treasurer, he/she/they provide vital support to the Executive Director, the Executive Committee, the Board of Directors and its various committees, and the members. The CPSA Office Administrator manages the CPSA's virtual office. In addition, the CPSA Office Administrator has responsibility for developing and updating the membership database and managing the CPSA's finances (in coordination with the CPSA Financial Administrator) as well as its mailbox and archives.

Why Join Our Team

The CPSA offers a dynamic and flexible work environment where each member of the team plays a crucial role in the association and in the Canadian political science community. As an organization committed to Equity, Diversity, Inclusion and Decolonization, the CPSA seeks to provide a positive, supportive, and inclusive environment both within our professional association and our broader community.

We are offering a full-time position (35 hours/week) that comes with an annual salary range of 60-70K, depending on qualifications. The CPSA Office Administrator is entitled to three weeks of holiday per year. The CPSA Office Administrator will work from home. The CPSA will reimburse costs for home office equipment and expenditures upon agreement. Training will be offered for this position. It will be done virtually with the outgoing Office Administrator over a period of approximately six weeks.

Key Responsibilities

- Process and prepare deposits, payments, expense reimbursements, and invoices on a timely basis, ensuring accurate documentation, correct coding, and proper authorization
- Process Corporate Credit Card expenses and monthly monetary transfers
- Process CPSA donations and coordinate with the Fundraising Committee and Secretary Treasurer
- Prepare and oversee the CPSA's annual budget, the conference, and the CJPS' editorial budgets in coordination with the Secretary Treasurer and Executive Director
- Assist the Financial Coordinator, Secretary Treasurer, and Auditors in the overall reconciliation of CPSA statements of revenue and expenses and in the preparation for year-end audits for CPSA, PIP and OLIP
- Support the preparation of the yearly CPSA CRC tax return
- Coordinate the PIP and OLIP budgets with the Programme Directors
- Process and administer membership fees and database
- Support the coordination of the CPSA Board, CPSA Committees and Departmental Chair meetings as well as the organization of the annual conference and general assembly
- Support the preparation of the Social Science and Humanities Research Council (SSHRC) grant application for the CJPS every three years and prepare the yearly SSHRC journal grant report.
- Oversee and process all CJPS royalty payments
- Maintain relationships with partner organizations (SQSP; the Federation for the Humanities and Social Sciences; International Political Science Association).

Who We Are Looking For

The CPSA Office Administrator will be well-organized and take initiative. He/she/they will have proficient research skills and excellent communication abilities. They will have demonstrated abilities to problem-solve. They are flexible and adaptable to shifting priorities and deadlines. They have strong interpersonal skills and communicate tactfully and respectfully with a range of

individuals and groups in English and French. Above all, they have a strong ability and willingness to learn how to perform different tasks.

In addition, the Administrator will know or learn about Equality, Diversity, Inclusion, and Decolonization (EDID) approaches and Indigenous Reconciliation Efforts.

Required Qualifications

- Ability to create strong and trusted relationships with partners and members
- High ethical standards, confidentiality, and integrity
- Organizational and administrative skills, and the ability to learn basic budgeting and accounting skills
- Demonstrated proficiency of MS Office, including Excel
- Demonstrated proficiency with Zoom/Teams.
- Attention to detail, initiative, and thoroughness
- Ability to work independently
- Fluency in both English and French, oral and written
- Knowledge of, or willingness to learn more about, Equality, Diversity, Inclusion and Decolonization approaches and Indigenous Reconciliation Efforts; anti-racism competency.

Asset Qualifications

- Understanding of small not-for-profit organizations
- Knowledge of the Canadian political science community
- College or university degree in business or related field

We encourage and welcome members of equity-seeking groups, including but not limited to women, Indigenous Peoples, visible minorities, persons with disabilities, and members of the LGBTQ2S+ communities to apply.

How To Apply

If you are interested in this job opportunity and bring the required qualifications, please send your application to jobapplication@cpsa-acsp.ca.

Do not hesitate to contact us at this email address if you have any questions.

The application deadline is August 12, 2022 or until the position is filled.

Your cover letter should include your experience as related to the qualifications, and it should detail your linguistic abilities in English and French, both oral and written. In addition, we would appreciate an explanation as to why you think you would be a great fit for this position. Please also include your CV and provide the names of two references.

The CPSA is committed to providing an inclusive and barrier-free recruitment process and work environment.

You must be legally permitted to work in Canada in order to be eligible for this position. Please note that all applications will be acknowledged. Those selected for an interview will be contacted directly. The posting will remain active until our search process is complete.

Please contact us at jobapplication@cpsa-acsp.ca in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity.