



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 by June 30, 2025.

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