



JusticeTrans.org

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## **Administrative Assistant Position**

### **Position Summary**

JusticeTrans is looking for an enthusiastic, flexible and tech savvy Administrative Assistant to support our team working on an access to justice initiative for trans people (including, but not limited to, transgender, transsexual, non-binary, Two-Spirit, and intersex people, and those who do not identify with the gender they were assigned at birth) in Canada. The Administrative Assistant will be responsible for accomplishing various administrative and planning tasks related to the *Trans Access to Justice Knowledge Enhancement and Capacity Building Project*. The project aims at increasing JusticeTrans' knowledge of access to justice issues within the trans community in Canada and at increasing the organisation's capacity, both in terms of governance and in terms of programming and advocacy. The Administrative Assistant will support the Project Coordinator and the Project Officer in ensuring the timely completion of the project. The Administrative Assistant will also occasionally assist the Project Supervisor and Deputy Project Supervisor on project related tasks.

### **Key Responsibilities**

- Handling office tasks remotely, such as filing, generating reports and presentations, setting up for remote meetings, and ordering supplies;
- Records keeping;
- Keeping track of expenses and other basic accounting tasks;
- Providing real-time scheduling support by booking appointments and preventing conflicts;
- Screening phone calls and answering general inquiries via phone or email;
- Transcribing minutes from meetings;
- Transcribing consultations;
- Conducting simple research;
- Reserving/obtaining services, contacting professionals and make other arrangements necessary for the completion of the project;
- Copy editing;
- Helping the team with the planning of project related activities and tasks;
- Anticipating the needs of others in the team in order to ensure their seamless and positive experience; and

- Other administrative, planning or related tasks.

### **Position Requirements**

- College or bachelor degree or equivalent, *OR* equivalent professional or lived experience;
- Preference for prior administrative experience;
- Very good proficiency with various communication, research and editing software, Microsoft Office, and general computer use;
- Excellent record keeping skills;
- Excellent writing skills;
- Familiarity with basic accounting;
- Commitment to social justice;
- Understanding of trans issues, preference for understanding access to justice issues and intersectionality;
- French and English bilingualism;
- Attention to details;
- Autonomy and flexibility;
- Desire to be proactive and create a positive and respectful experience for others;
- Good communication skills; and
- Access to a good internet connection.

We strongly prefer to hire a candidate who is a part of the trans community. Given the importance of intersectionality for JusticeTrans and for this project, we will further be prioritizing those who identify as trans feminine, BIPOC (Black, Indigenous, Person of Colour), and people with disabilities.

### **Contract Information**

The position is full-time (7.5h per business day) from December 7<sup>th</sup> 2020 to March 31<sup>st</sup> 2022 (there is flexibility to start in early January 2021 for the right candidate). Due to COVID-19 and the global position, the Administrative Assistant will work remotely from home (although the position is considered to be in Ontario for payroll purposes).

### **Salaries and Benefits**

The salary for this position is around \$43,264/year (subject to final budgetary approval). JusticeTrans also offers health and dental insurance and paid vacations, among other benefits.

### **About JusticeTrans and the Project**

JusticeTrans is a national not-for-profit organization. JusticeTrans' mission is to increase access to justice for the trans community across Canada. JusticeTrans strives to offer the most up-to-date legal information relevant to trans people across Canada in an accessible manner. JusticeTrans wishes to foster an environment where trans people in Canada are increasingly aware of their legal rights in the

face of an ever-changing legal landscape and of the ever increasing cost of and other barriers related to access to justice. JusticeTrans is committed to intersectionality.

The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* aims at increasing our capacity to deliver on our mandate and at increasing our knowledge about access to justice issues related to the trans community in Canada. Key project activities include online pan-Canadian consultations to assess the needs of the trans community regarding access to justice, access to justice research, the development of access to justice educational materials, translating existing materials to extend our reach to Francophones in Canada, grant writing, developing and implementing a membership structure, good governance activities, and building community and institutional relationships. The *Trans Access to Justice Knowledge Enhancement and Capacity Building Project* is funded by Women and Gender Equality Canada.

### **Accommodation**

JusticeTrans is happy to provide any needed accommodations for candidates during the hiring process and during employment. To request an accommodation, please email [info.justicetrans@gmail.com](mailto:info.justicetrans@gmail.com).

### **Applying and Contact**

To apply, please submit in pdf format the following documents via email at [info.justicetrans@gmail.com](mailto:info.justicetrans@gmail.com):

- a cover letter of maximum 2 pages; and
- a CV.

You must indicate in your cover letter if you are a Canadian Citizen or a Permanent Resident of Canada and your language skills (particularly French and English). Please also indicate your pronouns in the cover letter. You are also encouraged, but not required, to self-identify in the cover letter, particularly regarding gender identity.

If a candidate is invited to an online interview, they will be asked to provide the contact information of 2 references.

Please send an email to [info.justicetrans@gmail.com](mailto:info.justicetrans@gmail.com) for inquiries about the position.