

## Finance and Operations Manager

### Position Summary

JusticeTrans is looking for an enthusiastic and tech savvy Finance and Operations Manager to join our team to support our work by managing various internal financial and operational systems. The Finance and Operations Manager will be responsible for managing the book-keeping, membership system, CRM, and website. They will also assist with grant writing, strategic planning, policy-writing, and program planning and implementation. The Finance and Operations Manager will report to the Executive Director. They will work closely with the Programs Manager and various part-time project and research assistants.

### Key Responsibilities

- Managing organization's finance and operations portfolios;
- Tracking expenses and other accounting tasks;
- Ensuring book-keeping is up-to-date and accurate;
- Preparing financial reports;
- Assisting Executive Director with fundraising portfolio including grant writing, membership and fundraising activities;
- Assisting Programs Manager with programs portfolio;
- Coordinating services, including contracting professionals and coordinating contracted activities;
- Developing and evaluating organizational policies to ensure stability and sustainability;
- Administering organization's software, including the JusticeTrans website and Customer Relationship Management (CRM) software;
- Developing and managing membership system, including membership events;
- Engaging in strategic planning and visioning for the organization;
- Researching and staying up-to-date on 2STNBGN A2J issues;
- Other tasks as needed

### Position Requirements

- One of the following:
  - Bachelor's Degree in Finance, Accounting, Administration or equivalent, or
  - 2-3 years of experience or more in an Operation and Finance role; Proficiency with Customer Relationships Management (CRM) software, website software, and accounting software;
- Experience with writing and implementing organizational policies is considered an asset;
- Experience with non-profit membership systems is considered an asset;
- Demonstrated interest in trans issues and demonstrated or potential interest in access to justice issues;
- Commitment to social justice and understanding of intersectionality;

- Proficiency with various communication and editing software, Microsoft Office, and general computer use;
- Autonomy and leadership skills;
- Ability to work well with in a team;
- File management and record keeping skills;
- Strong preference for the ability to communicate in both official languages;
- Good communication skills;
- Access to a computer and internet.

As a 2STNBGN organization, we will be prioritizing applicants who are part of the Two Spirit, trans, non-binary and gender nonconforming community. Given the importance of intersectionality for JusticeTrans, we will further be prioritizing those who identify as Two Spirit, transmisogyny affected, BIPOC (Black, Indigenous, Person of Colour), and/or disabled.

### **Contract Information**

The position is full-time (7.5h per business day) from August 8<sup>th</sup> 2022 to March 31<sup>st</sup> 2023, with the possibility of renewing the contract (subject to budgetary approval). The Finance and Operations Manager will work remotely from home (although the position is considered to be in Ontario for payroll purposes).

JusticeTrans is piloting a flex-time policy that allows full-time staff to work 80-100% of their hours for 100% pay.

### **Salaries and Benefits**

The salary for this position is \$58,000/year (subject to final budgetary approval). JusticeTrans also offers health and dental insurance and paid vacations, among other benefits.

### **About JusticeTrans**

JusticeTrans is a national not-for-profit organization. Our mission is to improve access to justice for Two Spirit, trans, non-binary and gender non-conforming (2STNBGN) communities. We aim to provide accessible legal education to 2STNBGN people by challenging transphobic policy and advocating for community-based transformative social justice. Our vision is to create a world free of transphobia, systemic violence, and injustice, where Two Spirit, trans, nonbinary, and gender nonconforming people can thrive.

JusticeTrans does research, advocacy work, and community building, in addition to providing public legal education and information for 2STNBGN communities.

### **Accommodations**

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

### Applying and Contact

To apply, **please fill in this Google Form** (<https://forms.gle/BWscYf1jFDP5gtxF8>) and upload in a single PDF document the following:

- a cover letter of maximum 2 pages;
- a CV (standard or academic).

Applications will be considered on a **rolling basis** until the position is filled. The final deadline to apply is **June 28 at 5:00pm** Eastern Time.

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

Please send an email to **[tai@justicetrans.org](mailto:tai@justicetrans.org)** for inquiries about the position.