



# Canadian Fallen Fire Fighters Foundation

- Job title:** Administration Officer (AO)
- Location:** Ottawa office & work from home as required
- Hours:** The time requirement is based on an average of, 16 weeks @ 15 hr (Sep. – Nov.), 16 weeks @ 20hrs (Dec – Mar.), 20 weeks at 30hrs (Apr. – Aug.) but shall not exceed 30 hours per week.
- Compensation:** Annual Honorarium of \$20,000 paid quarterly. The AO is not an employee of the CFFF and will not be entitled to any benefits. The AO is responsible for making all payments required by self-employed individuals including, without limitation, income tax remittances, contributions to Canada Pension Plan and/or other amounts required to be paid under any regulation. Travel will be reimbursed monthly according to the CFFF travel policy.
- Requirements:** This role may include some evenings and weekends as required in order to participate in required monthly and annual meetings and to support the CFFF ceremony in September.
- About us:** The Canadian Fallen Firefighters Foundation is a registered, non-profit charitable organization dedicated to honouring Canada's fallen firefighters. The Foundation honours all types of firefighters whether volunteer/part-time, paid/full time, industrial, military, urban, rural, wildland, airport, or marine. The Foundation's directors, who volunteer their time, include members from all areas of the Canadian Fire Service as well as representatives from the business community.
- The objectives of the Foundation are:
- To operate the Canadian Firefighters Annual Memorial Ceremony and update the memorial wall.
  - To provide financial subsidies to families of fallen firefighters for lodging and amenities in Ottawa during the memorial weekend.
  - To provide support programs along with scholarships and bursaries for the children and spouses of firefighters whose line of duty death is recognized by the Foundation.
- About the role:** *The Administration Officer will be an independent contractor for the Canadian Fallen Firefighters Foundation according to the strategic direction set by the Board of Directors. The AO, under the supervision of the President and the direction of the Board of Directors, is responsible for the overall operation of the office. The AO is required to be an observer on the Foundations bank accounts, a client card holder for the making of deposits and, a card holder for the Foundations credit card.*

**Responsibilities:** Receives, answers, or forwards all mail, email, and phone correspondence to the appropriate Executive, Board or Committee members as required.

Identifies, assesses, and informs the Executive of internal and external issues that affect the Foundation.

Provides the Executive and Board with supporting materials.

Identifies and addresses potential matters of concern or interest that may be best managed through policy and procedures and provide input to same.

Ensures that personnel, fallen and family members, donors, sponsors, and volunteer files are secure, and privacy/confidentiality is upheld.

Designs and develops generic documents (forms, contracts, etc.). Drafts and maintains AO procedural guide and provides updates to the Executive.

Receives all Line of Duty Death (LODD) submissions and informs the LODD Chair who shall maintain a master LODD application list. In the event a submission is received with the Memorial Grant confirmation attached, the AO shall process the submission and advise the LODD Chair.

Confirms LODD name engraving for the memorial wall through the LODD Committee. Prepares and submits invitation letter to LODD family or designate for memorial weekend attendance as approved by LODD Committee.

Forwards all received LODD family/ designate confirmation attendance to CFFF Memorial in consultation with Family Committee. In addition, the AO confirms the number of rooms required per family, and attendance to the CFFF Family Dinner. The AO shall advise the president.

Supports the Communication/Marketing Committee with CFFF merchandise inventory.

#### Finance Support

Review and correlates into spreadsheet form all deposits and invoices each month for payment and entry by the Treasurer. The standard in use by the Foundation is the acceptable format.

As requested by the Treasurer, prepares, and make deposits on behalf of the Foundation to the listed accounts.

Reviews claims to ensure accuracy within the authority delegated by the Board.

**The successful candidate will have:**

- Financial acumen including experience with basic accounting and financial reporting principles.
- Excellent public relations and customer service skills, and ability to work independently with little supervision;
- Minimum three (3) years' relevant experience in administration
- Excellent communication skills both spoken and written in English and French
- Proficient with Microsoft Office
- Ability to manage multiple projects simultaneously;
- Rigorous, autonomous, strong initiative and organizational skills
- Willingness to work occasional weekends and irregular hours;

**Interested in this opportunity? Contact us at [secretary@cff.ca](mailto:secretary@cff.ca) to apply. This position will remain open until filled.**