



Administrative Assistant

Full Time, Location: Ottawa Capital Region

About Us:

The Canadian Association of Chiefs of Police (CACAP) is the recognized voice of police leaders in Canada, both nationally and internationally. We support today's police professionals and help develop the police leaders of tomorrow. We are a national, non-profit association representing over 1,300 police leaders from across the country. Our initiatives are focused on strategic issues and priorities of relevance to police at all levels, including municipal, regional, provincial, federal and First Nations police services. We work with partners, stakeholders, and government agencies to advance legislation, regulations and policies that support crime prevention, law enforcement, and public safety.

The national office consists of a small but mighty team of less than 10 people committed to working together to support and serve our members. Joining the CACP means becoming part of one of the proudest long-standing national professional associations in Canada. This position is an opportunity to join a cohesive team that embraces new ideas with a collaborative spirit to help create opportunities for police leaders to meet, share knowledge, grow and advance the profession. Working at CACP offers the close-knit, supportive environment of a small operation, with the impactful and exciting work (and pace!) of a much larger organization.

The Role:

The Administrative Assistant is responsible for providing a wide range of general administrative support to the CACP office and its members as well as supporting membership processing. The position also provides reception services and other front desk duties. This position presents an exciting opportunity for someone who enjoys working in a fast-paced environment with exposure to current and emerging issues facing our police leaders.

Your duties and responsibilities:

Provides reception services including greet, meet and respond to visitors at reception and provides telephone customer service for members and the public; also regularly monitors the general office voice mail.

Processes incoming and outgoing mail and courier packages.

Assists with various administrative duties as required including proofreading documents, creating email lists, sending documents to the editor, supporting meetings.

Manages and maintains correspondence through filing, creating new files, closing old files and ensuring appropriate storage and archiving of closed files.

Prepares letters, memorandums as directed by the Office Manager and Executive Director.

Orders and maintains office supplies and ensures office equipment is properly maintained.

Supports the preparation and processing of grant applications as directed.

Responsible for membership invoicing. This includes preparation and distribution of annual membership invoices, new member invoices, processing payments, preparing deposits, and following up on unpaid invoices.



Processes new applications and prepares and distributes information packages to new members on a regular and timely basis. On an annual basis, distributes and follows up on membership survey.

Assists in the identification of recruiting possible new members.

Maintains and updates membership and committee database and reports on membership status. Prepares membership lists for annual directory.

All staff work as a team in partnership to ensure daily office functions are fulfilled by performing other duties as assigned.

What you bring to the role:

- A 2 year college diploma in Office Administration or an equivalent combination of education/experience in administrative assistant skill set;
- Minimum 5 years administration experience;
- Demonstrate proficiency and knowledge of general administrative and clerical processes and procedures (such as word processing, invoicing, data input, formatting, electronic and hard copy filing, travel, etc.) ;
- Able to communicate proactively and clearly in person, over the phone, and in writing;
- Excellent verbal and written communication skills in English;
- Excellent verbal communication skills in French;
- Positive, friendly, and professional attitude;
- Advanced proficiency in various software such as Microsoft Office suite of products;
- Able to plan and organize your work,
- Able to work effectively under time constraints and meet deadlines,
- Strong customer service orientation;
- Ability to carry out detail-oriented tasks accurately and independently; and
- Willingness to work in a team environment, assisting team members and contributing to the overall objectives of the team.

To Apply:

If you wish to be considered for this position, please forward a cover letter along with your resume to: CACP National Office, c/o Christine Roy, Human Resources Consultant at christine@hrsolutionsottawa.com. Your application and personal information will be kept in the strictest confidence.

CACP endeavours to create a work environment where we capitalize on the diversity of ideas, experiences, skills, and talents of our employees, thereby making us better able to serve our many diverse communities. We will provide equal opportunities for all employees and applicants for employment for meeting bona fide occupational qualifications, regardless of race, colour ancestry, creed, place of origin, ethnic origin, citizenship, sex (including pregnancy, gender identity), sex (including pregnancy, gender identity), sexual orientation, age, marital status, family status, disability, receipt of Public Assistance, or any other legally-recognized protected basis prohibited by applicable law.

CACP thanks all applicants in advance. Only those candidates selected for an interview will be contacted. CACP is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process.