

## Canadian Wildlife Federation

*As one of Canada's largest not for profit leaders in wildlife conservation, research, and advocacy, we are seeking to fill the following position...*

### Registrar

#### Position Overview:

This program, which is supporting the Canadian Conservation Corps (CCC) program ([www.canadianconservationcorps.ca](http://www.canadianconservationcorps.ca)), is hiring a Registrar. The Registrar is directly responsible for enabling the Canadian Wildlife Federation (CWF) and CCC to achieve its enrollment goals efficiently and in a service-orientated manner.

#### Job Duties

- Manage administration of and be responsible for ensuring that all inquiries and participants are able to register in compliance with screening requirements.
- Manage the administration of each program cohort, supporting the Youth Leadership Specialist assigned to each cohort
- Produce monthly statistical reports for the Program Manager
- Manage individual participant files, including screening documents (such as PRC/VSS/Code of Conduct)
- Actively participate on all staff team conference calls and meetings
- Respond to queries in a timely manner, answer queries in relation to registration questions or concerns.
- The registrar will be assigned as the administrator responsible for overseeing, managing and implementing a variety of specialized tasks.

#### Requirements

**Participant Focus** - Demonstrates a high level of commitment to increasing participant satisfaction, responds to participants stated needs; sets achievable participant expectations, assumes responsibility for solving problems, ensures commitments to participants are met, solicits program and personal performance feedback from participants.

**Integrity/Ethics** - Deals with others in a straightforward and honest manner, is accountable for actions, maintains confidentiality, supports company values, convey good news and bad.

**Getting Things Done** - Committed to get the job done in the best way for CWF and participants to deliver results, by setting priorities, planning and organizing work, overcoming challenges and where necessary utilising different approaches.

**Teamwork** - Meets all team deadlines and responsibilities, listens to others and values opinions, helps team leader to meet goals, welcomes newcomers and promotes a team atmosphere.

**Effective Communication** - Openly communicates in a compelling, honest, persuasive and articulate manner, ensuring the message is clear, understood and consistent with CWF's objectives.

**Self-Leadership/Management** - Works with, relates to, influences, motivates and supports others within the team, other departments and externally to achieve the overall aims of CWF. How we manage ourselves and others.

## **Job Specific Competencies**

### **Proven success in the following job competencies:**

- Excellent interpersonal skills with the ability to interact with staff, volunteers, participants and general public in a confident, courteous and professional manner
- Conscientious and meticulous attention to detail
- Strong written communication skills and the ability to communicate effectively, tactfully, and courteously through oral and written communications
- Solid organizational skills and ability to handle multiple inquiries/requests based on their respective priorities

### **Qualifications**

- Post-secondary education in a related field
- Minimum 2 years of experience in an administrative role
- Data entry experience and familiar with various databases
- Proficient in Word, Outlook, advanced Excel skills
- Typing/word processing skills at 30wpm or above with accuracy

### **Working Conditions**

Works in an office environment.

### **Physical Demands**

Long hours sitting and using office equipment and computers, which can cause muscle strain.

This is a full time contract position with an anticipated end date of March 31, 2021.

### **How to Apply:**

Cover letter and resume should be forwarded by September 6, 2019 to [careers@cwf-fcf.org](mailto:careers@cwf-fcf.org)  
Please quote position title that you are applying for in the subject line of your email. Only the candidates who meet the qualifications and experience for the position will be contacted for an interview.

We thank you for your interest in the Canadian Wildlife Federation.

### **AODA Statement for Offer of Employment**

Canadian Wildlife Federation “CWF” is committed to accessibility and to protecting the human rights of its employees. In support of this aim, CWF has implemented an accommodation process that provides accommodations for employees with disabilities. CWF will accommodate employees with disabilities up to the point of undue hardship.

The accommodation supports available to employees are laid out in our Accommodation Policy. If your acceptance of the terms and conditions of this Offer of Employment necessitates a specific accommodation because of a disability or a medical need, please contact the Human Resources Department. This ensures that the appropriate accommodations are in place before you begin your employment. Do not hesitate to reach out to the Human Resources Department if you require an accommodation related to a disability or a medical condition at any point during your employment with CWF.