

CANSCAIP is Hiring

Position: Office Administrator

The Canadian Society of Children's Authors, Illustrators and Performers (CANSCAIP)
Toronto, ON • Remote (Canada only)
Full-time

Salary Range: \$42,000 - \$45, 000/year

Hours: 35 hours/week. Flexible hours with some weekend and evening work required

Start date: January 18, 2027

About Us:

CANSCAIP is a non-profit national arts service organization founded in 1977 and dedicated to supporting members in the craft and business of creating books for young people. CANSCAIP's only staff is the Office Administrator, who coordinates and supports the essential work of dedicated and experienced volunteers.

Job Description:

Reporting to the volunteer Board of Directors, the Office Administrator manages the daily operations of CANSCAIP by supporting volunteer board and committee initiatives, facilitating communication with membership, and handling financial transactions and record keeping.

Main Duties:

- Support membership services and communication including maintaining membership databases, email correspondence, email blasts and reminders.
- Maintain accurate, orderly records including financial, email, paper files and computer documents.
- Work with volunteers to plan and implement:
 - monthly virtual membership meeting,
 - the annual Packaging Your Imagination conference including venue coordination, registration, guest speakers' accommodations, event planning,
 - the annual Writing for Children Competition for emerging writers.
- Keep website up to date, working with Merge Creative where necessary.
- Assist with the quarterly newsletter.
- Maintain relationships with other literary organizations.

Required Skills:

- Experience with membership management software (Wild Apricot)
- Experience with financial software (QuickBooks Online), and payment platforms (AffiniPay)
- Proficient with Word, Excel, Zoom, Google Drive, YouTube

- Strong and positive writing, editing and verbal communication
- Organized and thorough
- Ability to work well independently
- Interest in children's publishing, authors and illustrators would be an asset

CANSCAIP is committed to inclusion and strives to further diversify its organization and community. We offer an inclusive work environment and welcome applications from all qualified individuals living in Canada.

Please send your resume and cover letter together as one pdf, indicating why you are interested in this position, to: canscaiphiring@gmail.com

Deadline for applications: September 30, 2026