



**Job Title:** General Manager (Independent Contractor)

**Organization:** Humanist Canada

**Location:** Remote (Canada-based preferred)

**Hours:** Part-time (estimated 25 hours per week)

**Compensation:** \$37/Hour

**Contract Duration:** One-year contract, with the possibility of renewal

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## About Humanist Canada

Humanist Canada is a national organization with over 900 members and approximately 80 volunteers dedicated to advancing humanist values, promoting secularism, and fostering a compassionate, ethical society. Through education, advocacy, and community engagement, we strive to support humanists and freethinkers across Canada.

## Position Overview

Humanist Canada seeks an **independent contractor** to provide **operational and administrative management services** on a part-time basis. Working in **collaboration with the Board of Directors**, the contractor will deliver key projects and ensure smooth operational functions while maintaining flexibility in work methods and schedules. This role is well-suited for a highly organized professional with expertise in **nonprofit operations and process optimization**.

## Scope of Work & Key Responsibilities

The contractor will provide services in the following areas:

### Administrative & Operational Consulting

- Manage organizational email, correspondence, and inquiries.
- Optimize internal systems and databases (e.g., Boardable, Neon CRM, Google Workspace, Volunteer Local).
- Identify and implement efficiency improvements in workflows, leveraging digital tools and automation.
- Advise on best practices for administrative efficiency.

- Coordinate logistics for Board meetings and track action items as required.

### **Membership Management**

- Provide strategic guidance on achieving **Membership Goals** set out by the Annual Plan.
- Collaborate with the Membership Coordinator to analyze membership trends and improve retention strategies.
- Develop and advise on engagement strategies for members, affiliates, and local chapters.
- Consult on the development and implementation of Circle, the new member engagement hub.

### **Fundraising & Financial Oversight**

- Provide guidance on achieving **Fundraising Goals** set out by the Annual Plan.
- Advise on donation processing, tax receipting, and fund allocation best practices.
- In collaboration with the Fundraising Committee, consult on the design and execution of fundraising initiatives.
- Work with the Bookkeeper and Treasurer to review financial reports and reconciliations.
- Monitor and advise on expenses and revenue to maintain financial sustainability.

### **Event & Program Coordination**

- Consult on and coordinate logistics for Humanist Canada online events and initiatives.
- Provide strategic recommendations on promotional materials in collaboration with the Social Media Coordinator.
- Guide volunteers in the execution of event planning tasks.

### **Communications & Outreach**

- Advise on the creation and distribution of newsletters, ensuring messaging aligns with organizational branding.
- Provide strategic recommendations for website and member portal updates.
- Guide the Social Media Coordinator in developing communication strategies.

### **Volunteer & Committee Coordination**

- Oversee volunteer inquiries and maintain volunteer records.
- Provide high-level advisory support to committee chairs to help structure and allocate volunteers effectively.
- Key committees include but are not limited to:
  - Humanist Canada Celebrants and Officiant Program (HCCOP) Committee
  - Policy Committee
  - Podcast Committee
  - Fundraising Committee
  - Morgentaler Committee

### **Governance Support**

Collaborate with the President to set agendas for Board meetings and track action items as needed.

## Project-Based Work (As Time Allows)

Provide guidance on special projects that align with organizational priorities, ensuring they fit within the part-time contract scope.

## Qualifications & Skills

- Strong organizational and administrative skills with experience in **nonprofit management**.
- High degree of technical proficiency, with experience optimizing **operational workflows** using digital tools and automation.
- Knowledge of **membership engagement strategies** and CRM systems.
- Financial literacy, including experience with **budgeting and financial reporting**.
- Strong written and verbal communication skills.
- Ability to work **independently**, manage multiple tasks, and meet deadlines.
- Experience working with **volunteers and committees** in a leadership capacity.
- Familiarity with **humanist values and secular advocacy** is an asset.

## Independent Contractor Status

This is a **contract position**, and the Contractor:

- Maintains full autonomy over work methods and schedules.
- Is responsible for their own taxes, HST/GST remittances, and business expenses.
- May take on additional work with other organizations, provided it does not create a conflict of interest.
- Is not eligible for employee benefits, vacation pay, or statutory deductions.
- May subcontract work, provided final deliverables are met.

## What We Offer

At Humanist Canada, we value our partners and strive to create a flexible and rewarding work arrangement. As an independent contractor providing services to our organization, you will benefit from:

- **Flexible, Remote Work:** Work from anywhere in Canada with the ability to set your own schedule.
- **Strategic and Creative Role:** While primarily operational, this role also allows for **strategic thinking and creative problem-solving** to enhance efficiency and impact.
- **A Meaningful Mission:** Collaborate with a passionate and dedicated community committed to **advancing humanist values and secularism**.
- **Annual Holiday Office Closure:** While contractors set their own schedules, Humanist Canada observes a holiday closure period.
- **Commitment to Equity & Inclusion:** We foster an inclusive, equitable, and compassionate community culture rooted in ethical decision-making and social progress.

Humanist Canada is committed to **equity, diversity, and inclusion** in all aspects of our work. We encourage applications from individuals of all backgrounds, particularly those from underrepresented communities.

## How to Apply

Please apply through the official job posting at Charity Village:

<https://charityvillage.com/jobs/general-manager-independent-contractor-remote-in-anywhere/>

We thank all applicants for their interest in this opportunity. In the spirit of equity and inclusion, we will:

- Acknowledge and appreciate every application we receive.
- Review all applications fairly and equitably, prioritizing lived experience and diverse perspectives that align with our mission.
- Provide accommodations upon request to support applicants throughout the selection process.

We deeply value the time and effort you put into applying. If you require any accommodations during the application process, please reach out to [info@humanistcanada.ca](mailto:info@humanistcanada.ca)