



## CanLyme Senior Administrator Job Description

**Reporting to:** CanLyme President Janet Sperling

**Direct reports:** None

**Location:** Remote (must be able to work across all Canadian time zones)

**Hours:** This role is part-time at 20 hours per week across five flexible half days and we are looking for a long-term commitment

### CanLyme mission and vision

The Canadian Lyme Disease Foundation is a not-for-profit organization dedicated to furthering more effective research, education, diagnosis and treatment of Lyme and associated tick-borne diseases. Our vision is a world in which diagnosis of Lyme disease is clear and respectful, and its treatment is rapid, effective, and universal.

### Rationale

This is a new role for CanLyme – being created to help address the growing demands of organizing and managing key projects and the general administration of CanLyme. It will involve ensuring priority projects are kept on track and supporting corporate administration tasks. This will free up our volunteer board members (and subject matter experts) to focus on strategy, scientific innovation, advocacy, policy changes provincially and federally, and broader communications and awareness.

### Skills

We are looking for:

- Experience in a similar role
- A mature, skilled administrator who has experience working with Boards and/or executive teams in a confidential manner
- Is detail-oriented, well organized, calm, and flexible
- A quick learner, able to manage numerous projects concurrently
- Someone with strong emotional intelligence who works well with a variety of people
- Proficient using Google Drive and related apps as well as MS Office Suite
- Interested in working with a passionate group of people to make a difference in the lives of ordinary Canadians struggling with Lyme and other tick-borne diseases

### Responsibilities

Working with the Board and several outside contractors, the successful applicant will be directly involved in every aspect of the organization and a key contact for the Board. Activities will include:

- Attendance in weekly team meeting
- Organizational (internal) communications (status reporting and upcoming priorities)
- Maintaining a calendar to ensure timely submission of a variety of corporate administrative requirements
- Managing our Google Drive to ensure all materials are stored and organized properly
- Keeping contact lists and database up to date and supporting communications using them

- Ongoing administrative support of marketing initiatives including our podcast, newsletter, and website
- Key role in managing the logistics of our annual conference
- Working with board members on various projects that require organization, research, budget reports, outgoing communications etc.
- Additional projects as requested by directors

## **Education**

- Post secondary education required

## **Advantages of working with CanLyme**

This role will provide the ideal candidate with an opportunity to make an impact in their work and to experience the gratitude that patients and others express to CanLyme for the help and support. As a small organization, CanLyme has a nimble, supportive and experienced team that can offer the successful candidate a breadth of experience and the latitude to present new ideas, suggest new projects and work hand in hand with the board to achieve our goals.

## **To apply**

To apply, send us a cover letter and resume to [jobs@canlyme.com](mailto:jobs@canlyme.com) and include CanLyme Senior Admin Application and your name in the subject line.

Example subject line: CanLyme Senior Admin Application: Jane Doe

## **Deadline**

Applications will be accepted until May 25, 2026