



CANCUS Hub Administrative Manager

Reports to: Wikimedia Canada Executive Director. This role will be housed at Wikimedia Canada. The job role is to manage the regional Wikimedia CANCUS (Canada, Caribbean, and U.S.) Hub.

Time Commitment: 24 hours a week

Start Date: June 2026

Location: Remote but must be living and able to work legally in Canada. While the standard work week generally aligns with regular business hours, the role will require periodic evening and weekend work.

Compensation: \$45,000 CAD a year + benefits

About the CANCUS Hub

The [Wikimedia](#) Community in Canada, the Caribbean, and the United States is large, diverse, and has unique regional needs that a regional hub can help coordinate. The CANCUS Hub will support the field in facilitating collaboration, contributing diverse content, and increasing capacity and skills amongst the Wikimedia community. The Hub will provide services, resources, and capacity-building opportunities to build community across regional differences and improve the impact of contributors, affiliates, and user groups across the U.S., Canada, and the Caribbean.

About Wikimedia Canada

Wikimedia Canada is a non-profit organization. It is the Wikimedia chapter that brings Canada together to share in a richer and more representative free knowledge ecosystem. Wikimedia Canada will be the supervising organization for this position, supporting employee payments and benefits, employee policies and procedures, legal and tax compliance, and role oversight.

Job Description

The Administrative Manager is responsible for overseeing and coordinating all administrative functions of the CANCUS Hub. This role ensures the smooth day-to-day operations of the hub, supports governance and program activities, and provides essential administrative infrastructure to affiliated communities across Canada, the Caribbean, and the United States.



Working under the supervision of Wikimedia Canada, the Administrative Manager plays a key role in strengthening organizational capacity, supporting community groups, and ensuring compliance with grant and reporting requirements.

Main Responsibilities

- Manage the day-to-day administrative operations of the hub, ensuring efficiency and consistency
- Provide administrative support to the Hub's volunteer Steering Committee
- Coordinate documentation, record-keeping, and internal communication systems
- Support grant administration processes, including tracking, reporting, and compliance requirements
- Organize and support online meetings, including logistics, scheduling, and documentation
- Assist in financial administration in collaboration with Wikimedia Canada (budget tracking, invoices, reimbursements)
- Ensure proper archiving and accessibility of shared documents
- Contribute to capacity-building efforts by supporting training sessions and administrative coaching for Wikimedia affiliates (chapters and user groups)
- Maintain compliance with Wikimedia policies, including the Universal Code of Conduct

Key Deliverables

- Well-organized and up-to-date administrative systems and documentation
- Timely and accurate grant tracking and reporting support
- Meeting coordination (agenda, minutes, follow-ups) for hub governance and activities
- Regular internal updates and documentation of operational processes
- Efficient coordination of administrative workflows across a geographically distributed hub
- Support materials for onboarding and training of community groups
- Work with program managers across countries

Must haves:

- Demonstrates deep understanding, passion, and alignment with the mission of Wikimedia.
- Experience with Wikimedia platforms like Wikipedia, Wikimedia Commons, Wikidata etc. and/or a deep desire and willingness to learn.



- Proven experience in administrative management, operations, or coordination roles
- Strong organizational skills and attention to detail
- Experience with grant management, reporting, or nonprofit administration (asset)
- Ability to work in a remote, multicultural, and multilingual environment
- Strong interpersonal skills and ability to support diverse communities
- Positive, flexible attitude, able to tolerate ambiguity among volunteers
- Excellent written and verbal communication skills (English required; French and/or Spanish an asset)
- 3+ years of related experience in the nonprofit sector, social movements, or the Wikimedia movement.
- Must adhere to the [Wikimedia Universal Code of Conduct](#).

To Apply: Please email a resume and cover letter, outlining how your skills, experience, and interests meet the qualifications of the position, to lgermain@wikimedia.ca with the subject line “CANCUS Hub Administrative Manager Application.” Applications are accepted on a rolling basis until Friday, May 22, 2026.