



--- Job Posting ---

Internal/External Employment Opportunity

Position:	Executive Coordinator
Component/Team:	Corporate
Status:	Permanent, 1.0 FTE Full-Time (35 hours per week)
Salary Scale:	\$67,777 - \$81,645 annualized salary plus benefits
Start Date:	Immediately

Position Description:

The Executive Coordinator provides organizational, project management, and administrative support to the Executive Director, the Board of Directors, Senior Management Team, and related Board and Senior Management Committees. The Executive Coordinator coordinates, drafts and disseminates internal and external engagement and communication materials. The Executive Coordinator assists the Executive Director with daily duties and provides substantial assistance in the completion of various annual duties, special events and projects.

Skills, Education and Experience:

Requirements for this position include:

Education and Language

- Undergraduate degree in a related discipline, or equivalent, relevant education, training, and certification
- Additional certification or courses in non-profit governance, communications, business administration, or related field an asset
- Under the Centre's designation to provide French Language Services:
 - French (oral expression): Advanced +
 - French (oral comprehension): Advanced +
 - French (reading comprehension): Advanced
 - French (writing comprehension): Superior
- Fluency in English, both oral and written

Professional Experience

- Three years' administrative experience in a community-based organization, preferably in a health setting
- Experience working with Boards of Directors in the not-for-profit sector
- Experience in project management and coordination
- Experience in communications, promotion and/or marketing
- Experience in working with the public and/or delivering service to internal clients



Knowledge, Skills and Abilities

- Excellent organizational and time management skills
- Advanced proficiency in the use of spreadsheet, word processing, scheduling, and project management software
- Sound knowledge of not-for-profit governance structures, policy, and legislation, including the Not-for-Profit Corporations Act of Ontario
- Strong project management, communications, writing, and analytical skills
- Skills in group facilitation and training
- Strong interpersonal skills, including fairness, tact, and diplomacy
- Ability to work autonomously
- Ability to manage multiple demands and priorities
- Impeccable discretion and ability to work with confidential material

Reporting Relationship:

The Executive Coordinator is directly accountable to the Executive Director.

Conditions of Employment:

Hours of work will be developed in collaboration with the successful candidate to ensure a healthy work-life balance. A schedule of work will be based on the Centre's hours of operation and program requirements and may include some evenings.

An offer of employment will be conditional upon the candidate completing a criminal reference check, verification of educational requirement for this position and linguistic profile to the satisfaction of the Sandy Hill Community Health Centre.

Accommodation:

SHCHC will provide accommodation for applicants with disabilities in its recruitment process.

If at any stage in the selection process you require accommodation due to disability, please let us know the nature of the required accommodation.

How to Apply:

To apply, please visit sandyhillchc.workable.com and select the appropriate job opening.

Clients of the Centre are welcome to apply. Should a client become the successful candidate, they will no longer be able to continue receiving services at Sandy Hill Community Health Centre. Assistance will be made available to find an alternative provider.

POSTING DATE: April 1, 2025

CLOSING DATE: April 13, 2025 at 4:00 p.m.