



## Executive Coordinator

**Position:** Full-time (35 hours/wk) permanent position  
**Hours:** 9:00am -5:00 pm, Mon-Fri with occasional flexibility required  
**Location:** CRC at 40 Oak St. – Gerrard & Parliament  
**Supervisor:** Executive Director

The CRC is an innovative, impactful, collaborative mid-sized, multiservice agency that has proudly served the Regent Park and surrounding neighbourhood for over 50 years. In 2012, the CRC opened a beautiful new building and a new chapter in its history. Our building has a 5000-square foot community hub of program space and we host the only not-for-profit social housing in Regent Park. We are home to the Regent Park Community Food Centre (RPCFC), one of 8 Community Food Centres established across the country in partnership with Community Food Centres Canada. Food Centres are dynamic community spaces where people come together to cook, grow, share, and advocate for good food. The CRC works with low-income community members to build capacity to change situations and conditions for the better, both in their own lives and in the wider community.

We are looking for a talented, motivated **Executive Coordinator** to support our dynamic management team. The ideal candidate is passionate about bringing order and accountability to support the work of an agency dedicated to community transformation. S/he understands the not for profit sector and is a flexible thinker.

The Coordinator provides administrative and project management support to the Executive Director and the leadership team, with emphasis on supporting administration of HR, finance, and fundraising functions.

### Major Responsibilities:

1. Provide support to the Executive Director and agency administration
2. Support Fundraising and Development
3. Support Finance, Facilities, and HR Administration
4. Oversee Front Office and support program areas
5. Participate as a CRC Team member

#### 1. Provide support to the Executive Director

- a) Assist with scheduling and coordinating meetings, and preparation of meeting documentation (e.g. agendas, materials, board packages, minutes, presentations)
- b) Support Board, Committee work, staff and management meetings, staff training, etc.
- c) General administration and office organization, including filing, some IT troubleshooting
- d) Provide support to special projects

#### 2. Support Fundraising and Development

- a) Support regular donations processes, including maintaining donor database and issuing tax receipts
- b) Assist with fundraising events and campaigns
- c) Conduct grant and donor research and assist in submissions and reporting
- d) Support communications and donor relations, including social media

#### 3. Support Finance, Facilities, and HR Administration

- a) Administer petty cash and assist in invoice processing

- b) Maintain payroll and HR documents
- c) Assist in ordering supplies and room bookings as required

**4. Oversee Front Office and support program areas**

- a) Supervise Front Office Assistant, and support reception inquiries and tasks
- b) Support other program areas as required
- c) Other duties as assigned

**5. Participate as a CRC team member**

- a) Attend staff meetings; trainings; agency functions as appropriate
- b) Role model professional behavior and positive communication with participants, volunteers and partners
- c) Promote culture of health and safety within our space
- d) Represent CRC values in our community

**Qualifications and Experience:**

- Relevant college or university diploma and/or extensive administrative experience
- Warmth, excellent interpersonal skills and strong ability to work with a wide variety of individuals, including staff team, community members, volunteers, board, and donors
- Experience in a non-profit organization an asset
- Excellent computer skills including the full complement of the Microsoft Office Suite
- Familiarity with donor database systems an asset
- Impeccable judgment and discretion; strong diplomacy
- Creative, solutions-focused, team player
- Project and event management experience a strong asset; excellent time management skills
- Demonstrated professionalism; strong written and oral communication skills
- Self-starter, detail-oriented, punctual, consistent
- Experience working with a Board or donors an asset
- Patient with a good sense of humour and an ability to inspire and motivate others

**Knowledge and Skills**

- Creative, innovative thinker able to inspire and engage others
- Dynamic personality, good sense of humour, adaptable
- Proven ability to manage multiple priorities and meet firm deadlines
- Ability to work sensitively with people of diverse backgrounds who experience poverty/discrimination
- Familiarity with the Regent Park neighbourhood, ability to speak a language relevant to the community an asset (Bengali, Mandarin, Tamil, Vietnamese, Somali or other)

This is a non-unionized position. Experience working with unions and unionized environment an asset.

A Vulnerable Sector Police Reference Check will be required for this position.

Please submit your resume and cover letter in one Word or pdf document by **Monday, August 28, 2017 at 5 pm** to [hiringlead@tcr.ca](mailto:hiringlead@tcr.ca) or in person at the CRC, 40 Oak Street.

*CRC encourages applications from people representing the diverse community we serve. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), CRC will provide accommodations to job applicants with disabilities throughout the recruitment process. If you require any accommodations, please notify us and we will work with you to meet your needs.*

*We thank all candidates for their interest, but only those selected for an interview will be contacted.*