



## **PART-TIME POSITION AVAILABLE**

### **Administrative Coordinator**

**The John Howard Society of Ontario (JHS Ontario)** invites applications from individuals for the part-time position of **Administrative Coordinator**.

**JHS Ontario** is a well-established and dynamic social purpose organization with a mission of *effective, just & humane responses to crime and its causes*. We are innovators and leaders in non-partisan research, evidence-based programming and policy development in the justice sector specializing in bridging the gap between analysis and frontline service delivery. By collaborating closely with the 19 John Howard Society Local Offices across Ontario, JHSO's team of analysts and researchers develops policy positions that truly reflects the needs of each community, advances those positions to governments and other organizations, educates the public on the critical issues, and evaluates program efficacy to guide future work.

**Reporting to the Director of HR & Administration**, this position plays a critical role in supporting the efficient operation of JHS Ontario office by managing a variety of administrative and facilities-related tasks. This position requires strong organizational skills, attention to detail, and the ability to manage multiple priorities while maintaining a high level of professionalism.

**This position is based** in downtown Toronto and operates in a hybrid work environment working 14 hours per week, with additional hours as needed. The intended start date is the week of January 13<sup>th</sup>, 2025. The successful candidate must be eligible to work in Canada.

**Please forward resume and covering letter by 4:00 pm on Friday, November 29<sup>th</sup>, 2024.**

By e-mail to: [HR@johnhoward.on.ca](mailto:HR@johnhoward.on.ca)

*JHS Ontario embraces diversity and equity and is committed to building a staff team that represents a variety of backgrounds, perspectives and skills that allows us to better understand and meet the needs of our staff and the communities that are impacted by our work. We welcome applications from racialized persons, women, Indigenous Peoples, persons with disabilities, 2SLGBTQIA+ persons, and others who may contribute to the further diversification of ideas.*

*We would like to take this opportunity to thank all those who apply and advise that we will be responding only to those selected for an interview. JHS Ontario provides an inclusive and barrier free recruitment process to candidates with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you are contacted regarding a job opportunity, please advise if you require accommodation.*



## **Job Title: Administrative Coordinator**

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### **Job Purpose and Scope:**

This position is responsible for managing a range of administrative and facilities-related tasks to support the efficient operation of the John Howard Society of Ontario (JHSO) office.

### **Job Objectives:**

Ensure that the JHSO office runs efficiently, effectively and meet all internal and external requirements.

### **Reports to:**

Director of HR & Administration

### **Key Relationships:**

- JHSO Director of HR & Administration, CEO and staff
- JHS Local Office Executive Directors and staff
- Members of the Board of Directors
- Suppliers, contractors and vendors
- Neighbours, tenants and the general public

### **Tasks, Duties, Responsibilities:**

- Administrative related activities include:
  - Assist with the administration of the Group Pension Plan and Benefits Program.
  - Digitize and maintain employee forms and records.
  - Assist in monitoring compliance with organizational policies and procedures.
  - Attend key meetings, including Board of Directors meetings, and take detailed minutes as required.
  - Book and coordinate meeting rooms/venues for meetings, events and workshops, including catering and other logistics.
  - Arrange travel logistics for CEO, including booking transportation and accommodations as required.
  - Manage general email and mail correspondence.
  - Prepare the annual submission to JHS Canada for the National Grant Program.
  - Assist with donor relations, including coordinating direct mail letters.
  - Assist in managing donor database, including entering new records and updating existing records.
  - Maintain contact lists for members of the Board of Directors, JHS Local Offices and committees.
- Facilities management related activities include:
  - Manage the procurement of suppliers, contractors and vendors to ensure quality service and cost-effectiveness.
  - Manage the procurement and maintenance of office supplies and equipment.

- Coordinate with contractors and service providers to ensure the office building is well-maintained, addressing repairs and routine maintenance as needed.
- Manage and maintain positive tenant relations, addressing any issues or concerns that may arise.
- Assist in managing office layout and space utilization to support productivity.
- Schedule rental spaces to avoid conflicts, ensuring all necessary arrangements are made for tenants.
- Prepare regular reports on facility usage and expenditures.
- Ensure compliance with health and safety regulations, coordinating inspections and maintaining compliance records.
- Additional Responsibilities:
  - Participate in trainings and other professional development, as required.
  - Attend and participate in meetings as necessary.
  - Perform other duties as assigned by the Director of HR & Administration.

**Education, Training & Skills Required for the Job:**

- Minimum post-secondary diploma or degree in business administration, management or a related field.
- Excellent reading comprehension, writing skills and attention to detail.
- Exceptional organizational skills.
- Ability to work both independently and as part of a team.
- Proficient in Windows operating systems and MS Office Suite (Word, Excel, Publisher, PowerPoint).
- Ability to manage multiple tasks and prioritize effectively.
- Honest and trustworthy
- Strong and inclusive professional demeanor, respecting diverse backgrounds and experiences in alignment with JHSO's commitment to diversity, equity and inclusion (DEI).

**Work Experience:**

Minimum of 2 years of professional experience in administrative support, office management, or a similar role.

**Equipment Used:**

Standard office equipment.

**Working Conditions:**

- Regular office duties which require sitting at a desk or in front of a computer
- Fast-paced office environment with multiple demands
- Occasional travel may be required
- Oral Presentations

**Full-Time Salary Range:**

\$47,500 - \$55,500

*Drafted October 2024*