



Concerned Friends of Ontario Citizens in Care Facilities is a registered non-profit charity dedicated to advocating for a quality long-term care system in Ontario that meets the needs of residents, families, and staff. In this newly created position, the **Admin Coordinator** must have an interest in the issues of those living in Long-Term Care Facilities.

The **Admin Coordinator** ensures the efficient operation of Concerned Friends, supporting the work of the volunteer board of directors and committees, to achieve the organizations' missions and objectives.

The Admin Coordinator reports directly to the President of Concerned Friends and is expected to maintain timely and regular communication with the President.

This is a part-time position **Monday-Friday, 30-40 hours a month**, and will involve monthly evening meetings. The commitment is to a one-year contract.

#### **KEY RESPONSIBILITIES:**

**Organizational Administration:** Monitor daily telephone, mail, electronic and social media inquiries. As required and appropriate, respond to or forward all communications. Review and summarize all incoming newsletters and information from other organizations. Update and ensure the accuracy of databases. Provide basic bookkeeping through QuickBooks.

**Board/Committee Coordination:** Schedule, facilitate, and attend board and committee meetings and record minutes.

**Communications:** Maintain and foster positive relationships with members, volunteers, donors, and community partners. Assist with the design, production and distribution of Concerned Friends communications including newsletter and online content.

#### **KEY QUALIFICATIONS:**

Be self-motivated, with a proven ability to work independently in a virtual environment with minimal supervision and able to take initiative. They shall exercise appropriate judgment to achieve the organization's objectives and deliverables. The incumbent should have:

- At least 3-5 years experience performing administrative duties at a high level with impeccable attention to detail and accuracy;
- Post-secondary education or equivalent;
- Advanced organizational and planning skills, particularly in office administrative procedures and practices;
- Excellent interpersonal, collaboration, and communication skills;
- Highly proficient in Microsoft Office and familiar with Google Suite and social media platforms;
- Ability to identify and solve problems utilizing organization and industry resources;
- Demonstrated confidentiality, and reliability; and
- Relevant Long-Term Care or Non-profit experience would be considered an advantage.

#### **TO APPLY:**

Please send resume and cover letter to [board@concernedfriends.ca](mailto:board@concernedfriends.ca). Applications will be considered on an ongoing basis. *We appreciate all applications, however, only those chosen for an interview will be contacted.*