



Job Posting – Administrative Coordinator

Department	Development
Posting type	Internal/External
Term	Temporary – Summer Term
Level / Salary range	Experience / Entry Level
Location	185 Carlton Street East
Application deadline	Open until filled
Apply by	jobs@egale.ca – Note Job Title in Subject Line

Our Organization...

Egale Canada Human Rights Trust (Egale) works to improve the lives of LGBTQI2S people by informing public policy, inspiring cultural change, and promoting human rights and inclusion through research, education and community engagement. Egale's vision is a Canada, and ultimately a world, without homophobia, biphobia, transphobia and all other forms of oppression so that every person can achieve their full potential, free from hatred and bias.

Our Team...

Our work, individually and collectively, is guided by a set of six commitments which are at the very heart of everything we do:

Integrity - We Lead with Integrity

Diversity - We Embrace Diversity

Growth - We Foster Growth

Learning - We are Always Learning

Collaboration - We are Stronger Together

Intention - We Act with Purpose

This is An Exciting Opportunity To...

Work with us in our Toronto office, on full time basis, in a contract role and...

Under the direction of the Development team, the Administrative Coordinator will:

- Provide administrative support, such as project tracking, manage calendar and meetings for Director, follow-up with community groups, committee members and colleagues
- Answer email inquiries efficiently and effectively
- Coordinate logistics for sub-committees such as meetings and events, including booking locations, minutes, arranging coffee and food service as necessary
- Manage, communicate and coordinate Steering Committee, create agendas, take minutes, follow up with meeting items
- Communicate regularly with team leads and provide administrative support to the team lead
- Provide some social media support, including monitoring social media content where relevant and appropriate, coordinate with web developer to build website, occasionally provide media posts updates
- Other duties, as directed, for the delivery of the organization's strategic priorities and/or to meet key deadlines.

Conditions of Employment...

This job will be part of the Canada Summer Jobs Program. As per the requirements of the program, youth hired need to meet the following criteria. Please ensure you review the below before applying.

Candidates must be or have:

- between 15 and 30 years of age at the start of employment
- A Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- Has a valid Social Insurance Number at the start of the employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

We're Passionate About Finding Someone Who Is...

- Ideally, enrolled in or completed post secondary degree or diploma
- Has exceptional administrative, organizational and time management skills
- Excellent interpersonal skills and communicates well with all stakeholders
- Is a team player willing to jump in and assist with a variety of duties as needed
- Has 1-2 years of office administrative and/or executive assistance experience
- Is comfortable with technology and proficient in Office 365 (Outlook, Word, Excel, PowerPoint) and some experience with social media, such as Facebook, Twitter, website management, etc.

- Has an understanding of intersectionality and Anti-Racist and Anti-Oppression practices
- Has experience working in a not-for-profit, LGBTQI2S community and/or social justice environment
- Has knowledge / lived experience with the diverse experiences and identities of LGBTQI2S communities

We'd Like You To Know...

Applications will be considered as they are received until the position is filled. While we thank all candidates for their application, only those selected for an interview will be contacted.

Accommodations are available on request for candidates taking part in all aspects of the selection process. If you require an accommodation (including alternate format materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Egale's Statement on Employment Equity and Diversity

Egale Canada Human Rights Trust is committed to ensuring that members of traditionally marginalized groups, from a broad range of communities, feel empowered to apply for positions within the organization. We encourage qualified applicants to consider work and volunteer opportunities with Egale as we recognize that a diverse work force and volunteer base are critical to accomplishing our mission. The organization is dedicated to taking proactive steps to overcome historical patterns of discrimination in our society which have created barriers of race, colour, religion, sex, national origin, age, disability, language, class, sexual orientation, and gender identity or expression for some individuals and have resulted in the denial of their full participation in society.

Join Our Team and Be Part of Our Mission!

To put forward your candidacy, please submit a cover letter and resume to:

Egale Canada HR Department

jobs@egale.ca

Please specify position title in subject line.