Community Care Durham
SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

Corporate Coordinator, Whitby
Part-Time - 25 hours per week

We are seeking an enthusiastic and organized team player to join our team. Reporting to the Chief Executive Officer; the Corporate Coordinator is responsible the coordination of non-program specific organization activities, including but not limited to coordination of all board activities and related committees, Corporate Calendar of Activities, Policy Custodian, and Accreditation. The Corporate Coordinator will assist in the development and maintenance of an electronic document repository.

This position is a part-time role and will be scheduled 25 hours per week. This role has the possibility to expand to full-time in the future based on pandemic and organizational changes.

Responsibilities include, but are not limited to:

Administration

- Preparing and formatting documents, document maintenance, etc.
- Scheduling, coordinating and organizing meetings, including location, catering, materials etc.
- Provide coordination and support for organizational activities relevant to management and governance (e.g., Accreditation, policies)

Board Coordination

- Coordinating Board Members' calendars and work schedules
- Preparation of agendas
- Compiling documents
- Attending meetings to record minutes
- Preparation of documents and distribution

Qualifications required:

- Post-secondary education required in Office Administration or equivalent
- Minimum 5 years' experience in a similar administrative role supporting executive teams
- Experience supporting a volunteer Board of Directors and related committees desired
- Digital Archive Development and Maintenance experience an asset
- Excellent customer service standards with superior teamwork, communication and interpersonal skills
- Ability to work a flexible schedule to meet strict predictable deadlines
- Special events coordination and community relations
- Strong multi-tasking, problem solving, initiative and ability to meet deadlines
- Proven advanced proficiency in MS office applications and desktop publishing
- Satisfactory Police Vulnerable Sector Check
- Sensitivity to adults with needs related to aging, physical and/or mental health
- Adhere to COVID-19 safety practices
- Must work in a safe manner and promote the health and safety of all staff, volunteers, clients and the community as outlined within CCD policies

Compensation: $21.69 – $32.53 per hour, 3 weeks' vacation per year of work (pro-rated to hours worked); 11 paid (including stat) holidays; health, insurance and pension benefits when eligible.

Please apply in writing referencing posting #2021-12 outlining qualifications and experience
by 4 pm on Wednesday, April 21, 2021 to Human Resources, Community Care Durham
email: careers@communitycaredurham.on.ca

We are an **Equal Opportunity Employer** committed to providing an inclusive workplace that embraces diversity, values differences and supports the full participation of all employees. We recognize the importance of ensuring that all job seekers and employees are treated with equal respect and dignity, and are protected from discrimination and harassment. In accordance with the **Accessibility for Ontarians with Disabilities Act, 2005** and the **Ontario Human Rights Code** we provide accommodations to applicants with disabilities throughout our hiring process. If you require this information in an alternate format; require communication supports; an accommodation in applying for a posting and/or if you are selected for an interview, please inform our HR department.