

## Full-Time Corporate Coordinator

Reporting to the Chief Executive Officer and working directly with the Board of Directors and Senior Management team, the Corporate Coordinator is responsible for the coordination of organization-wide responsibilities, including but not limited to: Governance of the organization; Corporate Calendar of Activities; Policy Custodian, and supporting Accreditation. The Corporate Coordinator will assist in the maintenance of an electronic document repository.

Responsibilities include but are not limited to:

- Coordinating calendars and work schedules, primarily for the Board of Directors and its Committees
- Preparing and formatting documents, document maintenance, etc.
- Supporting senior management and governance meetings through agenda preparation, document management, and minute taking.
- Scheduling meetings - coordinating and organizing (locations, food, materials, etc.)
- Provide support to organizational issues relevant to Management and governance (i.e. Accreditation)
- Maintaining confidentiality when necessary, and practices discretion in carrying out their duties

### Qualifications required:

- Post-secondary education required in Office Administration or equivalent
- Minimum 2 years' experience in an administrative role supporting executive teams and/or boards, preferably within non-profit sector.
- Must be available and flexible to work a hybrid model including occasional early evenings to support the Board of Directors
- Experience working with Digital Archive Maintenance (e.g., SharePoint)
- Working knowledge of not-for-profit governance and organizational management
- Excellent customer service standards with superior teamwork, communication, and interpersonal skills
- Ability to work a flexible schedule to meet strict predictable deadlines
- 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
- 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:** Starting at \$45,000 annually; three (3) weeks' vacation per year of work (pro-rated to hours worked); 9 paid (including stat) holidays; 3 float days; health, insurance and pension benefits when eligible.

\* Pay will be commensurate based on education and experience.



**Community Care Durham**

SUPPORTING PEOPLE, STRENGTHENING COMMUNITY

Please apply in writing referencing posting #2023-81 outlining qualifications and experience by 4:00pm on  
Tuesday, January 9<sup>th</sup>, 2024, to  
Human Resources, Community Care Durham email: [careers@communitycaredurham.on.ca](mailto: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.