



Fontbonne Ministries

Community Service Coordinator JOB DESCRIPTION

FULL TIME, REGULAR POSITION-35 hours per week
SALARY RANGE: \$44,000 – \$48,000
AND HOOPP (HEALTHCARE OF ONTARIO PENSION PLAN)

Join Us in Making a Meaningful Difference

At Fontbonne Ministries, we're more than just a workplace – we're a community dedicated to fostering dignity and creating positive change. Founded on the inspiring legacy of the Sisters of St. Joseph, we're looking for passionate individuals who share our commitment to building a more inclusive and supportive society.

Why Choose Us?

- **Purpose-Driven Work:** Be part of transformative programs that directly impact the lives of socially isolated individuals in our community.
- **Inclusive Culture:** Join an organization that actively champions diversity and equity, where every team member's unique perspective is valued and celebrated.
- **Exceptional Benefits:** Secure your future with our comprehensive HOOPP pension plan, one of Ontario's most respected pension programs.

Our Vision & Impact We're dedicated to nurturing community, dignity, and spirit through:

- Building authentic connections with our community members
- Creating welcoming spaces where everyone belongs
- Driving positive social change through innovative programs

Our values guide everything we do:

- **Respect:** We celebrate each person's unique gifts and inherent dignity
- **Advocacy:** We lead positive change by responding to evolving community needs
- **Community:** We build strong, collaborative partnerships that create lasting impact
- **Compassion:** We provide personalized attention with empathy and understanding
- **Accountability:** We make sustainable choices that benefit future generations

If you're passionate about making a real difference while building a rewarding career with excellent benefits, we want to hear from you. Join our team and be part of a legacy of compassionate care and community building.

Position Overview

Reporting to the Manager of Operations, the Community Service Coordinator ensures the smooth operation of administrative functions and reception at Fontbonne Ministries. As the first point of contact, this role requires professionalism, hospitality, and sensitivity when engaging with diverse populations, including vulnerable individuals and older adults. The position involves managing multiple priorities, supporting programs, and maintaining a welcoming environment.

Key Responsibilities

Administrative & Clerical Support

- Maintain a clean, friendly, and organized reception area.
- Track program metrics, manage data entry, and maintain attendance records.
- Schedule and update participant bookings.
- Prepare correspondence, meeting minutes, and event materials.
- Assist with special projects, staff training, and organizational meetings.
- Manage office supplies and oversee opening/closing procedures.

Reception & Public Engagement

- Greet and direct visitors, responding to inquiries with professionalism.
- Answer calls, monitor emails, and handle general inquiries.
- Support program setup, monitor supplies, and assist with registration.
- Facilitate a welcoming space for participants and ensure smooth program operations.

Physical Requirements: This role involves occasional heavy lifting up to 30 lbs, regular movement throughout the facility, and assisting participants, including escorting them via elevator to program areas and welcoming them at the entrance.

Education & Certifications

- Diploma in Office Administration or Social Services, or equivalent work experience.
- First Aid/CPR (Level C) certification or willingness to obtain.
- De-escalation or CPI training is an asset.

Experience & Skills

- Experience in administration and/or working with marginalized populations.
- Strong organizational, problem-solving, and time management skills.
- Excellent interpersonal and communication abilities.
- Proficiency in Microsoft Office and general office procedures.
- Knowledge of anti-racism/anti-oppression frameworks is an asset.
- Ability to work independently and collaboratively in a dynamic setting.

Attributes

- Adaptable, reliable, compassionate, and a proactive team player.



TO APPLY

Please send your CV and cover letter in one PDF document to [hiring@fontbonneministries.ca](mailto: hiring@fontbonneministries.ca), noting **“Community Service Coordinator”** on the subject line.

Fontbonne Ministries values inclusivity and diversity in the workplace. We are committed to providing accessible employment practices in compliance with the Accessibility for Ontarians with Disabilities Act (“AODA”). If you require accommodation during any stage of the recruitment process, please note that in your application. While we thank all applicants, only those selected for an interview will be contacted