



## EXECUTIVE COORDINATOR

Full Time, Regular position - 35 hours per week

Salary Range: \$57,500 - \$63,500 and HOOPP (Healthcare of Ontario Pension Plan) with health benefits

### 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 and health benefits package, one of Ontario's most respected employee benefits 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 Executive Director, the Executive Coordinator provides high-level administrative support to the Executive Director and senior leadership team. This role serves as a critical liaison between the Executive Director, Board of Directors, staff, and external stakeholders. The Executive Coordinator manages schedules, coordinates meetings and events, prepares communications and documents, and supports organizational governance processes, all while maintaining confidentiality and professional discretion.

## **AREAS OF ACCOUNTABILITY**

Acting in accordance with Fontbonne Ministries' mission, vision, values, and policies in all dealings.

### **Executive Support**

- Provide comprehensive administrative support to the Executive Director, managing calendar, scheduling appointments, and prioritizing commitments.
- Screen and manage incoming communications, determining priority and appropriate response or redirection.
- Anticipate the Executive Director's needs and proactively prepare materials for meetings and appointments.
- Manage and organize electronic and physical files to ensure efficient retrieval of information.
- Act as a liaison between the Executive Director and internal/external stakeholders, facilitating clear communication.
- Handle sensitive and confidential information with the utmost discretion and professionalism.

### **Board Support and Governance**

- Coordinate Board of Directors and committee meetings, including scheduling, preparation of agendas and materials, and logistical arrangements.
- Attend Board and committee meetings to take minutes and document action items.
- Maintain official Board records, including minutes, bylaws, policies, and other governance documents.
- Assist with Board member orientation, and onboarding processes.
- Support the Executive Director in maintaining strong relationships with Board members.
- Assist with ensuring compliance with governance policies and procedures.



## **Meeting and Event Coordination**

- Plan and coordinate senior leadership meetings, staff retreats, and organizational events.
- Prepare and distribute meeting agendas, materials, and minutes.
- Make logistical arrangements for meetings and events, including venue, catering, equipment, and accommodation needs.
- Coordinate internal and external participants' attendance and follow up on action items.
- Support the planning and execution of special organizational events, including fundraisers, recognition ceremonies, and community engagement activities.
- Maintain meeting schedules and calendars to minimize conflicts and ensure efficient use of time.

## **Administrative Systems and Processes**

- Develop and maintain efficient administrative systems and procedures to support executive functions.
- Coordinate organizational communications, including staff announcements and updates.
- Manage the Executive Director's office budget, including tracking expenses and processing invoices.
- Maintain inventory of office supplies for the executive office.
- Create and update administrative templates, forms, and resources.
- Support the implementation of new administrative technologies and systems.
- Provide backup administrative support to other departments during peak periods or staff absences.

## **Organizational Communication and Liaison**

- Act as a key point of contact for internal and external stakeholders seeking to communicate with the Executive Director.
- Draft internal communications and announcements on behalf of the Executive Director.
- Liaise with external partners, funders, and community stakeholders.
- Support the development and distribution of organizational reports, newsletters, and other communications.
- Monitor incoming general inquiries and ensure timely responses or appropriate redirection.



## **Special Projects and Initiatives**

- Coordinate and provide administrative support for strategic planning processes and initiatives.
- Research information and prepare briefing materials for the Executive Director on various topics.
- Support funding applications and reporting requirements by compiling information and formatting documents.
- Assist with the development and implementation of organizational policies and procedures.
- Coordinate special projects as assigned by the Executive Director.
- Support change management initiatives through documentation and communication.

## **Other Responsibilities**

- Participate in staff meetings and organizational events.
- Maintain professional knowledge by attending workshops and professional development opportunities.
- Support cross-functional teams and committees as needed.
- Perform other duties as assigned by the Executive Director.

## **Education/Training**

- Post-secondary education in Business Administration, Office Management, or related field.
- Advanced training in office systems, meeting management, and executive support is an asset.
- Certification in project management, minute-taking, or governance is beneficial.

## **Experience**

- Minimum 5 years of experience providing administrative support at an executive level.
- Experience supporting Boards of Directors and governance processes.
- Experience in a non-profit or social services environment is preferred.
- Experience working with diverse stakeholders and managing sensitive information.



## **Skills & Knowledge**

- Exceptional organizational and time management skills with the ability to manage multiple priorities.
- Superior written and verbal communication skills with attention to detail and accuracy.
- Advanced proficiency with Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other office technologies.
- Strong knowledge of administrative procedures and office management practices.
- Understanding of governance principles and board operations.
- Ability to exercise sound judgment and discretion with confidential information.
- Problem-solving skills and ability to anticipate needs and take initiative.
- Knowledge of meeting protocols, minute-taking, and record keeping.
- Understanding of non-profit organizational structures and operations.
- Ability to work independently and as part of a team.

## **Attributes**

- Exceptional attention to detail
- Highly organized and systematic
- Discreet and trustworthy
- Professional demeanor and presentation
- Proactive and solution-oriented
- Adaptable and flexible
- Calm under pressure
- Diplomatic and tactful
- Service-oriented with strong interpersonal skills
- Committed to excellence and continuous improvement

## **Working Conditions**

- Comfortable working in a faith-based environment.
- Primarily office-based work in a standard office environment.
- May require occasional evening or weekend work to support Board meetings or special events.
- Extended periods of computer use and sitting.

## **To Apply**

Please submit your cv in one pdf file, and note "Executive Coordinator" on the subject line to [hiring@fontbonneministries.ca](mailto:hiring@fontbonneministries.ca)

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



# Fontbonne Ministries

recruitment process, please note that in your application. While we thank all applicants, only those selected for an interview will be contacted.