



Adoption Council of Ontario

Job Description: Technical Administrative Jr Coordinator

Position: Canada Summers Job, 16 week, Full time program. Start date TBA, 16 weeks to be completed by February 26, 2022

The Adoption Council of Ontario is seeking to hire a Communications / Administrative Technical Jr Coordinator through the Canada Summer Jobs program.

The position is available for candidates aged 15 – 30
Candidate must be able to work 35 hours a week 9am – 5pm

Job Location: During COVID-19 this will be a work from home position. However, the organization may reopen offices in Toronto in the near future

Compensation rate is \$14.25/hr - \$19.00/hr

The ideal candidate is a person who has the following skills:

- Intermediate level of experience with administrative practices and procedures
- Excellent computer and online skills and knowledge, e.g. Microsoft Office 365, Adobe Creative Suite, Dropbox and other online file sharing applications, internet skills, research, and Social Media such as Facebook, Twitter, IG and LinkedIn
- Acuity for learning new software, e.g. CMS, WordPress, Blackbaud, Event and Webinar platforms like Facebook Live, Zoom and Teams; providing technical support and troubleshooting issues
- Excellent interpersonal skills and a professional manner; sensitivity and patience to work with a variety of people and personalities; ability to motivate and encourage volunteers
- Excellent oral and written English communication skills on telephone and in person
- Has impeccable attention to detail, i.e. provides accurate information in a usable form and on a timely basis, maintains lists and schedules to ensure details are not overlooked, able to manage tasks in compliance with company policies and operating procedures, writes down important details so the details are not lost or forgotten, able to notice patterns in data and turn them into useful insights, and work requires little or no checking
- Excellent organization skills, event planning and time management; strong ability to prioritize and multi-task in a fast-paced, high-demand work environment

- Ability to respond to inquiries and needs promptly while managing one's own time to be most cost effective; capacity to monitor and assess one's own performance and to work with confidential information
- Ability to solicit donations in kind and speak directly with individuals about supporting an event
- Positive, energetic and enthusiastic self-starter; self-motivated and self-managed; flexible to changing priorities; problem solver

**Resumes and a cover letter may be directed to Attn Human Resources
accounting@adoptontario.ca**