



EXECUTIVE ADMINISTRATIVE COORDINATOR

VISION

All youth have a place to call home.

MISSION

Empowering youth through prevention, intervention, and support in accessing safe and sustainable housing.

Our Place Peel is a non-profit charitable organization that is focused on providing shelter and support for homeless and disadvantaged youth in the Region of Peel. Through emergency and transitional shelter and community outreach programs, Our Place Peel empowers youth to take control of their lives and make a healthy, new start.

Our Place Peel is searching for an energetic, enthusiastic and highly motivated Executive Administrative Coordinator. Reporting to the CEO, the ideal incumbent will manage HR admin while supporting management with all HR functions, with an emphasis on managing the full-cycle recruitment process.

The role of the Executive Administrative Coordinator encompasses the following:

- Provide clerical/administrative support to the Management Team and Board of Directors
- Assist the CEO as needed and ensure all relevant documentation is maintained in accessible binders and files
- Prepare draft of agendas and minutes and finalize arrangements for board meetings
- Prepare announcements/invitations and all other related correspondence to agency events
- Prepare, update and maintain all manuals, documents and policies as requested by the CEO
- Support, research and prepare information for grant proposals and RFP's
- Prepare presentations and communications as required
- Coordinate and support the CEO on Human Resources including employee and labour relations, performance management, recruitment, policy compliance, payroll, healthcare and benefits administration, etc.
- Support management with the recruitment process, including preparing job postings, screening, interviews, assessments and coordinating employment advertisements through various media, etc.
- Update and maintain information and generate reports as required using HRIS in support of management requests.
- Coordinate and support presentations, social media, board meetings, etc.

Qualifications:

- College Diploma or Degree
- Experience in HR functions an asset
- Experience working in a related capacity preferably in a not for profit organization
- Strong proficiency is essential using Word, Access, Outlook, and Excel and Social Media applications
- Excellent interpersonal, communication and customer service skills
- Criminal Reference Check
- Valid "G" driver's license, insurable at acceptable rates

This is an amazing opportunity for highly engaged facilities professional who is motivated to support a community-driven organization. Please contact Krista at krista@podgroup.ca for further information - we welcome an exploratory discussion with all those that have an interest and present their resume. For additional information, please visit www.podgroup.ca.