



springboard

CONNECT. INSPIRE. ACHIEVE.

ABOUT US

Springboard's mission is to build stronger communities by helping youth and adults develop the skills they need to reach their full potential. As a charitable organization, we deliver innovative, professional and diverse programming by establishing partnerships between our clients and their community. Springboard's program areas include community justice, employment, developmental services, youth justice, Weed out The Risk and The Community Learning HUB.

WHO WE ARE

People are at the centre of everything we do. We foster opportunities for skills development, personal growth and social interaction. We also actively promote work/life balance and mental health supports. We foster communication across the agency, from our Town Halls to our quarterly Springboard orientations. We are a learning organization and our people have the opportunity to provide feedback into all areas of the organization.

We have an active Employee Engagement Committee that focuses on connecting staff through communication, a rewards and recognition program, career development initiatives and of course, social and team building opportunities. Springboard offers a comprehensive benefits package for full time, permanent staff and, for all permanent positions, a savings plan that helps support our people in all aspects of their lives.

Internal Job Post

Executive Coordinator HOF-NU22-45

THE OPPORTUNITY

Job Class	◆ Non-Union
Department	◆ People & Culture
Location	◆ 2 Carlton Street, Toronto, Ontario / Hybrid
Status	◆ Full-time Permanent
Pay Rate	◆ \$50,000 - \$55,000
Vacancy Number	◆ HOF-NU22-45
Available	◆ Immediately
Hours/Shifts	Monday to Friday, 9:00 to 5:00 pm. Schedules are subject to change to meet departmental needs.

Reporting to the Director, People & Culture, the Executive Coordinator will provide executive level administration and coordination to the Executive Director, Board of Directors and Senior Leadership team, and other Board Committees and Board related meetings. The Executive Coordinator will be an effective and efficient communicator, able to determine priorities with sensitive information from both internal and external stakeholders, and will provide coordination and support for special projects, strategic initiatives and agency-wide events led by the Executive Director and Senior Leadership team.

Springboard offers a comprehensive benefits, savings and vacation plan.

WAYS YOU CAN CONTRIBUTE

Administrative support to the Executive Director (ED), Board of Directors, Board Committees and other Board related meetings

- Working with ED, prepare meeting material, including presentations and agendas etc.
- Taking minutes of the Board meetings and monitoring the actions agreed at meetings
- Supporting ED to onboard new Board of Directors by supporting in the creation of the Board Orientation Package
- Serving as the delegated support person in managing Board relations and communications

- Organizing travel and provide corporate credit card expenses and cash expenses reconciliation to finance on a monthly basis
- Maintaining an efficient paper and e-filing system for ED's office and Board of Directors records and documents
- Scheduling, coordinating and preparing space for meetings - either in-person or virtually i.e. sharing screen with presentation for virtual meetings, setting up technology in the meeting room for presentation, ordering coffee/snacks etc.

Agency-wide events

- The Executive Coordinator will work collaboratively with the Sr. Leadership team to execute our most anticipated agency-wide events, which include planning, documenting and overseeing all administrative aspects of the Annual Celebration of Achievements event, and providing support to other organization-wide events such as the Golf Marathon and Staff Event.

Administrative Support to the Senior Leadership Team

- Supporting the Sr. Leadership team in implementing the organizational strategic priorities and operational goals, and Board Committee meetings. Currently the special projects include supporting ED with the DEI Board initiatives and the Sr. Leadership team with Covid-19 Resilience & Recovery
- Working collaboratively with Program Managers to collect information for the purpose of tracking/monitoring progress of departmental goals against deliverables, timelines and budget for periodic reporting
- Consolidating year end data and statistics for quarterly and annual reporting
- Supporting Finance and Fund Development in administrative support
- Serving as the Policy Officer for Springboard which includes formatting, finalizing and releasing approved program and organizational policies and procedures
- Overseeing execution of Cameron Scholarship (an annual grant)

Head Office Support

As a go-to resource at the Head Office, the Executive Coordinator will work collaboratively with People & Culture & Administrative Coordinator for the following, but not limited to:

- Supporting the leadership team as and when required such as booking meeting space, collecting and sending courier packages, support in creating/formatting documents using Microsoft Office Suite, creating any artwork on Canva using organizational branding guidelines.
- In-person coverage at the Head Office which entails answering the phone, meeting and greeting visitors, ordering office supplies, ensuring office space is tidy and sanitized, and any work duties as assigned/required
- Following the Archiving Process to organize, archive and/or disposal of all paper-files, as assigned.

Confidentiality

The Executive Coordinator will demonstrate leadership to maintain credibility, trust, and support with all stakeholders.

WHO YOU ARE

- Post-secondary diploma/degree in Office Administration, Business Administration or related field.
- At least two (2) years of experience in a professional work environment in an administrative and or executive support level capacity.
- Excellent skills in Microsoft Office Suite (Outlook, Word, Excel and PowerPoint) proficiency. Skill testing/demonstration may be required.
- Excellent skills in web-based applications like Zoom, Teams, OneDrive, and a quick learner of new applications like Mentimeter, Jamboard etc. Skill testing/demonstration may be required.
- Excellent skills in problem-solving, decision making and able to collaborate on solutions
- Excellent verbal and written communication, and presentation skills
- Excellent organizational skills and ability to prioritize multiple functions and tasks, and manage time efficiently
- Proven ability to work under pressure with minimal direction

- Demonstrated ability to work with diverse employee groups
- Working knowledge of computer hardware e.g. setting up presentations in a smart board, providing any minor technical setup support if needed.
- Ability to consistently contribute in a high-paced environment, independently as well as part of a team.
- Ability to adhere to an expectation of confidentiality on all business matters.
- Ability to take initiative and build excellent, productive relationships.

Vaccination Policy

Currently, this position is not subject to mandatory vaccination nor vaccination disclosure and rapid antigen testing, but this may change in the future depending on direction from public health and/or Ministry guidance.

Springboard continues to follow Ministry and Public Health Guidance and all our employees are expected and required to continue to comply with applicable health and safety measures and compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided PPE, maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms.

APPLY

Thank you for your interest in working with Springboard.

Completion of satisfactory, professional references, background checks, and proof of education are requirements of employment.

The Deadline for Applications is June 27, 2022 at 4:00 pm. Please submit your cover letter and resume in a single document. You must also include the vacancy number in the subject line of your email when applying to careers@springboardservices.ca.

Resumes received after the application deadline will be considered at the discretion of the hiring supervisor. **No phone calls please. Only those selected for an interview will be contacted.**

We value the unique skills and experiences each individual brings to the organization and we are committed to creating and maintaining an inclusive and accessible environment for everyone. Applications are encouraged from those who reflect the diversity of our community and we will work with you to provide a positive recruitment experience. Please let us know if you require accommodation during the recruitment and selection process.