



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 / External Job Post

People & Culture and Administrative Coordinator HOF-NU22-61

THE OPPORTUNITY

Job Class	◆ Non-Union
Department	◆ People & Culture
Location	◆ 800-2 Carlton St Toronto ON M5B 1J3
Status	◆ Full-Time Contract until June 2023
Pay Rate	◆ \$45,000-\$47,000 per annum
Vacancy Number	◆ HOF-NU22-61
Available	◆ As soon as possible
Hours/Shifts	◆ Mon – Fri (9am-5pm) Schedules may change depending on operational requirements

Reporting to the Director of People & Culture and a key member of the People & Culture team, the People & Culture and Administrative Coordinator will provide support to People and Culture and support in managing the administrative functions of Head Office.

WAYS YOU CAN CONTRIBUTE

- **Administrative Support:**
 - Providing reception support including answering phones and welcoming visitors
 - Document management, including electronic and paper filing, editing, photocopying, binder preparation, etc.) and accountable for annual archival process
 - Financial reconciliation of invoices, purchase orders, seeking appropriate approvals and troubleshooting issue in collaboration with Accounts Payable
 - Accountable for all mailing, including couriers and Canada Post processes
 - Ensure administrative databases are up-to-date and accurate, including contact lists
 - Point of contact with Property Management for facility service requests

- Support with execution of events, including ensuring room set up, technological capabilities and ordering of refreshments
- Continually evaluate processes through a lens of efficiency and effectiveness
- Responsible for maintenance and purchase of general office supplies
- **People & Culture Support:**
 - Responsible for finalizing job postings in collaboration with People Leader and People Consultant, People and posts to various job sites
 - Accountable for collaborating with third party provider to process reference checks for new hires
 - Responsible for updating the Employee Management System with employee data on a timely basis
 - Accountable for electronic and paper employee files management per guidelines and conduct timely audits to ensure information is up-to-date and conduct appropriate follow up's for any outstanding items
 - Support in new hire onboarding including accountability of security access system, distribution of ID cards and ordering business cards
 - Handle confidential information and manage/safeguard records as per organizational policies and procedures.
 - Perform monthly Head Office Health & Safety inspection
 - Liaise with Union to provide documentation as per the collective agreement

WHO YOU ARE

- Post-Secondary degree/diploma in office administration or a minimum of three (3) years related work experience, including, but not limited to general office tasks and Human Resources and Finance clerical support
- Computer and Internet literate with relevant experience and high level of proficiency in computer applications for database management system, word processing and presentation, e.g. MS Office Suite: Excel, Word, PowerPoint, Outlook, job posting on WordPress and other job post websites
- Excellent written communication skills in English to prepare internal and external documentation
- Knowledge of spelling, punctuation and grammar is required to proofread and edit all written work
- Ability to build and maintain positive work relationships with teams in a collaborative manner
- Excellent interpersonal, customer service orientation, and oral communication skills to be able to effectively communicate to a wide range of individuals, in person, virtually and by phone
- Excellent work planning and organizational skills to manage and prioritize multiple and wide range of assignments with competing and tight deadlines
- Demonstrated use of core competencies in:
 - Attention to Quality – pay attention to quality of work, plan activities carefully and notice gaps and correct them without having to be told.
 - Interpersonal Sensitivity—notice others' poorly expressed thoughts, concerns or feelings, and probe beneath the surface, inviting further conversations, seeking out facts, reiterating what they have heard and waiting to draw conclusions until they are sure they understand.
 - Flexibility—explore various options around problem solving and managing difficult situations.

WHAT YOU MAY ALSO BRING TO THE ROLE:

- Ability to speak French is an asset.
- Experience in the non-profit, social services sector.

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 Services 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 Oct 7, 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.