



Administrative Coordinator Job Description

Halton Alive is a regional charity committed to promoting the value of human life through education and resources. We find creative ways to engage the community in discussions about life issues and believe that being pro-life is a fun celebration of life that should be shared. We know that educating people with truth and building relationships is the foundation of cultural change and helps bring clarity to challenging circumstances.

We are looking for someone who is highly organized, professional, a good communicator, has a heart for the pro-life cause and a baseline understanding of pro-life issues, to provide administrative support for Halton Alive staff and events. If you are looking for a fulfilling job that allows you to use your organizational skills to help programs and events run smoothly and promote the pro-life message in your local community, the Administrative Coordinator role may be right for you!

Purpose:

The Administrative Coordinator (AC) is responsible for providing general administrative support for events and staff at Halton Alive, with a primary focus on assisting the Executive Director, to ensure programming success. The AC will seek opportunities to streamline processes and lighten the administrative burden.

The Administrative Coordinator is required to be committed to pro-life principles and have broad developing knowledge of issues pertaining to the mandate of Halton Alive and will, at all times, promote respect for all human life, from conception to natural death through a lens of truth, love and compassion. The AC role involves engagement with staff, board, faith communities, schools, and business professionals.

Scope:

The Administrative Coordinator reports to the Executive Director and is responsible for ensuring organized, timely, and efficient coordination of administrative and clerical aspects of the organization, and related program and event coordination. The AC is expected to provide friendly, professional communication and collaborate with the Executive Director and other Halton Alive staff to manage office and event details.

Duties & Responsibilities:

- Key portfolio of the AC is to provide administrative support for events and programs and to the Executive Director as needed.
- Correspond professionally and effectively with community and HA members/contacts through phone, email, and in-person as needed.
 - Send donor thank you cards, email invitations to events, follow-up on general inquiries, etc
 - Coordinate and prepare bulk newsletter distribution
 - Arrange meetings and event spaces as required
- Coordinate volunteer tasks
- Event related administrative responsibilities such as, but not limited to, organizing registrations and preparing lists, name tags/seating arrangements, and participant communications.
 - Collaborate on and participate in events and projects as needed.
- Maintain and collate information in contact and donor databases.
- Write and create promotional materials such as posters, brochures, bulletin announcements, etc.
 - Update website content as required.
- Report progress and activities to the Executive Director.

The Administrative Coordinator may be required to perform other duties as requested by the Executive Director.

Skills & Qualifications:

- High school diploma and/or undergraduate degree or related experience.
- Must be competent in all Microsoft Office applications (Word, Excel, Publisher etc.) and parallel Google Drive applications
- Knowledge of Canva and Squarespace a significant benefit
- Must be familiar and comfortable with general computer, internet and social media use.
- Must be a self-starter, self-motivated and able to work independently
- Ability to organize time and materials efficiently and prioritize objectives and tasks
- Excellent written and oral communication skills
- Experience with social media, marketing and public relations is an advantage
- Knowledge of and commitment to pro-life principles and values
- Provide up-to-date, clear, concise information in a non-judgmental manner

Competencies:

- Maintain confidentiality, tact, and respect at all times
- Must demonstrate a willingness to learn and improve
- Strong interpersonal and verbal communication skills
- Creative thinking, problem solving, self-motivation, and general optimism highly valued
- Ability to work independently with minimal supervision
- Ability to collaborate and brainstorm ideas
- Demonstrate initiative and passion for excellence
- Demonstrate cultural awareness and respect

Additional Information:

- Salary and hours:
 - 10 hrs/week
 - Starting salary: \$20/hr
- Mobile office - must be able to work from home and occasionally be in-person at the Burlington office.
- Available to work weekdays and occasional evenings and weekends as required.

To apply: Contact our Executive Director at execdirector@haltonalive.com with your resume and cover letter indicating the position you are applying for.