



# Elspeth Heyworth Centre for Women

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**Community Office** 133 Fieldstone Dr., Vaughan, ON L4L 0A1 | Phone 905.747.1515 | Fax 905.747.1510

## Administrative Coordinator

### POSITION SUMMARY

Administrative Coordinator will provide support to the Executive Director in her administrative functions to ensure the program, services and operations are conducted smoothly for ehcw. Activities will include, but not limited to, attending to phone calls, monitoring time sheets, assist in preparing proposals and reports, filing, monitoring and reporting staff activities, sorting resumes, arranging new job interviews, orientation, supervision and training of students, volunteers and trainees. Administrative Coordinator will report directly to the Executive Director and familiarize with the policies and procedures relating to the operation, programs and services to support the Executive Director.

### LINES OF ACCOUNTABILITY

Administrative Coordinator reports to the Executive Director.

### QUALIFICATIONS

- Bachelors Degree in Social Services or related field.
- Excellent in computer skills with proficiency in Microsoft Word, Excel, PowerPoint, and Publisher.
- Understanding of the use of social media, Zoom, Webex and other sources of virtual communications.
- Knowledge of filing procedures.
- Strong communication and telephone skills.
- A valid driver's license and access to a reliable vehicle.

Interested candidates please submit resumes to [yougeita@ehcw.ca](mailto:yougeita@ehcw.ca)