



## **Job Posting: Administrative Coordinator**

The Administrative Coordinator is an integral member of the YD team, supporting all staff and all YD programs in the community. The role of the Administrative Coordinator is to perform administrative tasks in an effective and timely manner to support and improve the work of the organization.

### **As the Administrator Coordinator you will be responsible for...**

#### **General Administration**

- Act as the first point of contact, always representing our mission and values
- Respond to emails, calls, and in-person inquiries; answer questions to the best of your ability and pass them on to the appropriate staff member
- Book and manage all space rentals (add to calendar, process payment, and ensure that renters follow all rules and regulations)
- Ensure that the YD is in good standing with our community partners
- Keep all organizational files up-to-date and easy to reference
- Order office supplies; coordinate the maintenance of office equipment
- Help to ensure that YD spaces are kept clean and organized; communicate with cleaning staff as needed
- Provide support to all staff with running of YD programs
- Assist with events, meetings, trainings and other workshops, as needed
- Assist with translation, as needed

#### **Rabbit Hole Program**

- Assist with running the lunch service (in-person, Fridays 9:30-3pm), including coordinating volunteers, managing money, and ensuring all tasks are completed
- Attend trainings and community meetings related to food safety and security, as needed

#### **Assisting with Finances**

- Assist the Executive Director and YD bookkeeper with all financial matters
- Provide documentation of accounts payable and receivable in a timely manner to the bookkeeper
- Keep meticulous and detailed financial records for each month, including organized backup copies & share with bookkeeper

- Keep track of the distribution and reconciliation of office petty cash and deposit as needed
- Work with other staff to receive, process, record all donations (cash, cheque, and online), accurately and in a timely manner
- Assist with the processing of payroll

### **We are looking for someone who...**

- has an interest in or professional/volunteer experience with the community/non-profit sector
- enjoys working in a small team
- is bilingual (oral and written communication in English *and* French) and can provide translation (English to French)
- is self-motivated, highly organized, detailed oriented, and has an ability to meet deadlines and juggle multiple projects at once
- excellent computer skills- Microsoft Outlook, Sharepoint, and database management software

### **Bonus if you...**

- are earning or have a degree in business or non-profit management, office administration or other
- have office administration experience;
- have experience working in a community kitchen and/or MAPAQ Food hygiene and safety training

### **DETAILS:**

The position is permanent and part-time, starting late May 2026: 15 hours per week, Monday to Friday (approximately 2 days per week in-office including every Friday 9:30am-3:00pm), with a starting salary range of \$21.01 - \$21.97 per hour depending on experience. Annual salary increase based on inflation, 6% vacation pay, personal days, and paid holiday time when the office is closed.

### **HOW TO APPLY:**

Please forward a short (<1 page) cover letter and resume to the Executive Director, by email at: [director@yellowdoor.org](mailto:director@yellowdoor.org). Applications without cover letters will not be considered.

**Applications will be accepted on a rolling basis – do not hesitate to apply.**