



Administrative and Project Coordinator

Contract, Term Position (for Maternity Leave)

Job Description

We are seeking a highly organized and detail-oriented Administrative and Project Coordinator to join our dynamic team. The successful candidate will play a crucial role in facilitating the efficient operation of the Health Association of African Canadians (HAAC) by providing comprehensive administrative support and coordinating various projects. The ideal candidate should be a proactive problem solver, an effective communicator, be a cooperative team player, capable of managing multiple tasks simultaneously and be able to work independently.

Responsibilities:

Administrative Support:

- Assist the Executive team and board of directors with administrative support.
- Handle incoming calls, emails, and other communications and ensure timely and appropriate responses.
- Assist Director, Projects & Operations with regular maintenance and updating of organization's financials and prepare reports as required.
- Maintain and organize filing systems
- Prepare and edit correspondence, reports, and presentations.
- Assist in the preparation of meetings, including scheduling, agenda creation, and document distribution.
- Perform general office duties, such as ordering supplies and maintaining office equipment.

Project Coordination:

- Collaborate with project managers to develop project plans, timelines, and deliverables.
- Track project progress and ensure that deadlines are met.
- Assist in the coordination of project meetings, including scheduling, agenda preparation, and documentation.
- Monitor and report on project budget and expenses.
- Act as a liaison between different project teams and stakeholders.
- Identify and address project issues and risks in a timely manner.

Communication and Collaboration:

- Facilitate communication within the team and across departments.
- Coordinate and communicate with external partners, vendors, and clients as needed.
- Keep stakeholders informed of project status and changes.
- Assist with HAAC social media and website content creation and management
- Work collaboratively with Director Projects & Operations, Director of Community Engagement and Administrative Assistant to schedule daily posts on various media platforms in accordance HAAC's professional brand
- Assist with the development and design of communication and promotional materials (e.g., newsletters, fact sheets, event posters, etc.)
- Assist with fostering a positive and collaborative work environment.

Data Management:

- Maintain accurate and up-to-date project-related data and documentation.
- Generate reports and analyze data to support decision-making.
- Ensure confidentiality and security of sensitive information.

Qualifications:

- Proven experience in administrative support and project coordination roles.
- Excellent organizational and time-management skills.
- Strong written and verbal communication skills.
- Proficient in Microsoft Office Suite and project management and client management tools.
- Ability to work independently and as part of a team.
- Detail-oriented with strong problem-solving abilities.
- Ability to work in-person is required.

Hours of Work, Salary and Benefits

- This is a full-time position (35 hours/week)
- Contract, Term position covering maternity leave for 12 months
- The salary is between \$42,000- \$52,000/year
- The position starts with 3 weeks paid vacation/year.
- Group Health benefits are offered upon completion of a probation period.

If you are a self-motivated and detail-oriented professional with a passion for coordination and organization, we invite you to apply for this exciting opportunity to contribute to the success of the Health Association of African Canadians.

Deadline to apply: Friday, May 22nd 2026