



## JOB POSTING

<b>Position:</b>	<b>Senior Office Coordinator</b>
<b>Type:</b>	<b>Full-time permanent</b>
<b>Reports to:</b>	<b>Senior Manager, Finance &amp; Facilities</b>
<b>Direct Reports:</b>	<b>None</b>
<b>Expected Starting Salary:</b>	<b>\$54,000</b>
<b>Salary Range:</b>	<b>\$53,900 - \$73,000</b>
<b>Start Date:</b>	<b>April 1, 2025</b>

*Toronto Arts Council & Toronto Arts Foundation meet or exceed the standards set by Ontario Living Wage.*

**Benefits:** Medical, dental, prescription drugs and hospital coverage, life and long-term disability insurance, effective three months following the start date. Following the first year the position offers a matching contribution towards a group RRSP of up to 4.5% of salary.

### **Summary:**

The primary purpose of this position is to provide reception and office coordination for TAC and the Foundation. The ideal candidate will leverage strong administrative, organizational, and computer literacy skills to manage a variety of tasks related to office operations and management. The Senior Office Coordinator will be responsible for handling office related communications, coordinating meetings, managing records, and supporting finance and operations to help achieve TAC and the Foundation's goals.

### **Responsibilities:**

#### Reception

- Working on-site at our downtown location 4 days per week, act as the first point of contact for visitors and phone calls to TAC/F, and provide a positive and welcoming front office environment
- Use knowledge of TAC and Foundation activities to direct visitors and callers to appropriate staff and resources
- Accept and distribute mail and all deliveries
- Arrange or assist with all aspects of mailings and courier deliveries

#### Office Management and Maintenance

- Maintain and order all necessary office supplies
- Maintain all equipment in working order
- Call service as required for equipment
- Take the lead on decisions related to office equipment or supplies as well as contract/service management for work and services provided at the office
- Maintain the office kitchen, including equipment and refreshments
- Facilitate and encourage a clean, welcoming and healthy environment
- Assist with the planning of internal office events, including office socials, and celebrations

#### Administrative Support

- Oversee office administrative functions, including managing the main phone line, general email inbox, office inventory, and liaising with building management and contractors and service providers.

- Assist with all-staff meetings and board meetings, including organizing refreshments, and supporting hybrid meeting participation
- Provide occasional support for meetings held at the offices of TAC/F
- Vendor management for office equipment, supplies, and services.
- Acts as support for Senior Manager, Finance & Facilities and for the Director, Planning & Operations
- Assist with office-wide communications when appropriate and necessary

**Key qualifications:**

- Experience in a non-profit setting with a demonstrated understanding of the charitable sector, preferably in relationship-building and administration.
- Post-secondary education in a relevant field, or equivalent experience.
- Exceptional interpersonal, oral, and written communication skills to engage effectively with internal and external stakeholders.
- High attention to detail with excellent organizational, planning, and time management abilities.
- Sound judgement and independent decision making skills.
- Ability to maintain confidentiality, demonstrate discretion, and handle sensitive information with integrity.
- Proven ability to prioritize tasks, manage competing demands, and meet deadlines with minimal supervision.
- Strong problem-solving, analytical, and decision-making skills.
- Highly organized, proactive, and able to anticipate needs and deliver support promptly.
- Excellent customer service skills with experience in cultivating and maintaining relationships with various stakeholders.
- A collaborative team player with a self-starter attitude.
- Proficiency in Microsoft Office Suite and internet tools.

**Other Duties:**

Performs other duties as assigned by the Senior Manager, Finance & Facilities or the Director, Planning & Operations.

**Conflict of Interest restrictions:**

The Senior Office Coordinator may not work in any paid capacity with organizations and collectives that apply to or receive funding through TAC grants programs.

**To apply:** Please submit cover letter and resume in a **single pdf attachment**, to Andrew Suri, Director of Planning & Operations, [andrew@torontoarts.org](mailto:andrew@torontoarts.org), with subject line: **Senior Office Coordinator**, by February 21 at 5pm.

Toronto Arts Council/Toronto Arts Foundation is an equal opportunity employer and is committed to diversity and inclusiveness in its employment. We welcome applications from individuals who identify as belonging to our equity priority groups: Persons of Colour, Deaf Persons, Persons with Disabilities, Persons Living with Mental Illness, Indigenous, and 2SLGBTQIAP.

**Accessibility**

Toronto Arts Council/Toronto Arts Foundation adheres to the Accessibility for Ontarians with Disabilities Act (AODA) and is committed to providing an inclusive and barrier-free experience to candidates with accessibility needs. Requests for accommodation can be made at any stage of the recruitment process and may include:

- Providing alternative formats of this document on request (audio transcript, ASL video).
- Accepting applications in point form, through video and/or voice memo.
- ASL interpretation, captions on Zoom, or meeting by phone for candidates selected for an interview.
- Other accommodation as requested.

If you require accommodation, please send an email to [andrew@torontoarts.org](mailto:andrew@torontoarts.org)