



# Employment Opportunity

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## Office Coordinator

Administration

Full Time, Permanent, 40 hours per week

Flexible work hours may include some evenings and weekends

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*North York Seniors Centre* promotes healthy aging  
by providing programs and services within our diverse community.

This position reports to Executive Director

### **Responsibilities:**

- Process donations and distribution of income tax receipts. Maintain a current and accurate donor database and provide reports as required
- Prepare donations bank deposits. Process bank deposits for the organization
- Centralize liaison for troubleshooting computer, network and phone system issues with third party providers for the organization
- Maintain network backup schedule in accordance to NYSC policy
- Centralize purchasing of office, facility cleaning and PPE supplies. Maintain inventory
- Process office related payables and submit for payment
- Maintain centralized inventory of assets. Monitor distribution of NYSC assets to the Team.
- Provide set up of computer access and online portals for all new Team members. Withdraw access upon termination or as instructed
- Assist with Board of Directors meetings by arranging catering, assisting with set-up and taking minutes
- Participate in continuous quality improvement processes and assist the Human Resource department with research and development of best practices

### **Qualifications/ Skills:**

- Education:** Post secondary diploma in business administration or equivalent
- Experience:** Minimum 2-3 years working in an office environment
- Other:** Ability to work autonomously while supporting the needs of the Team  
Excellent communication skills (written and verbal) in English, other languages, an asset  
Managing multiple projects and deadlines while being flexible enough to manage unexpected changes in priorities  
Strong critical thinking skills and ability to use good judgement with the ability to find solutions to unique issues  
Current First Aid and CPR certification, an asset

Posted until: January 22, 2024. Please submit resume to:

**Mail** **North York Seniors Centre**  
Attn: Human Resources Department  
21 Hendon Avenue, Toronto, ON M2M 4G8

**Fax:** 416 733.1858

**E Mail:** [hiring@nyseniors.org](mailto:hiring@nyseniors.org)

North York Seniors Centre is an equal opportunity employer who strives to develop an inclusive workforce that reflects our community. We encourage applications from women and men, people from racialized communities, visible minorities, persons with disabilities, aboriginal persons and people who identify themselves as LGBTQ+.

North York Seniors Centre is committed to providing accessible employment practices that are in compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). Applicants need to make their request for accommodation known when contacted. Thank you to all who express interest in this position. Only those candidates selected for an interview will be contacted.

Posting Date: January 8, 2024