

ADMINISTRATIVE COORDINATOR

Volunteer Opportunity: Administrative Coordinator in Toronto

Are you a global citizen excited by the challenge of inspiring Canadians to care about international development? Are you looking for a way to contribute your unique talents to end global poverty? Do you want to work with talented and passionate volunteers, sponsors and donors that truly care about making a difference?

World Partnership Walk is Canada's largest campaign to fight global poverty. An initiative of Aga Khan Foundation Canada, funds raised by the Walk support programs that help millions of people in Africa and Asia to lift themselves out of poverty and build better futures. Since its inception over 30 years ago, World Partnership Walk has raised over \$100 million, attracting some 40,000 supporters in 10 cities across Canada.

We believe that our key to success is a strong team of volunteers. Our volunteers are engaged in meaningful and rewarding work that makes a difference in the life of others.

Reports to: World Partnership Walk (WPW) City Chair

Position Summary:

The Administrative Coordinator is responsible for ensuring the city World Partnership Walk team functions smoothly and supports the administrative needs of the city team. The Administrative Coordinator will perform a range of administrative functions to facilitate the efficient operation of the core team.

Duties and Responsibilities:

- Develop meeting agendas based on team's needs and distribute agenda accordingly
- Coordinate meeting requirements and plan refreshments/meals if necessary
- Time keep, note take, and share meeting minutes identifying action items and deadlines with respective team members
- Support city teams with receiving, counting, and shipping inventories
- Assist with administrative tasks such as responding to generic inquiries and triaging requests where necessary
- Contribute to maintaining online filing systems (Google Drive) for core team, including PowerPoint presentations, lists, etc.
- Coordinate core team volunteer lists
- Coordinate and support core team in debrief process
- Other duties as required

Knowledge and Skills:

- Exceptional administrative and coordination skills
- Strong organizational and communication skills
- Detail-oriented

- Excellent leadership skills and the ability to collaborate effectively
- Ability to prioritize and multi-task
- Basic understanding of MS Office software, including Access, Word, PowerPoint and Excel
- Experience and willingness to collaborate with a team of volunteers

Time Commitment:

This volunteer position is for an appointment of one year with an option to extend to two years.

- January-June: 3-5 hours per week
- July-December: 4 hours per month

How to Apply:

- Please submit your resume via e-mail to: volunteer.toronto@worldpartnershipgwalk.com indicating "Administrative Coordinator" in the subject line. Only shortlisted candidates will be contacted.