



ODAWA NATIVE FRIENDSHIP CENTRE
A THRIVING, RESILIENT COMMUNITY

EMPLOYMENT OPPORTUNITY

Executive Coordinator

JOB SUMMARY:

The Executive Coordinator is a pivotal support role within the organization, responsible for providing comprehensive administrative assistance to the Executive Director and high-level governance support to the Board of Directors and its Committees. This role requires a proactive and highly organized individual who can manage sensitive information with discretion and contribute to the effective day-to-day operations of the Executive Office. The Executive Coordinator plays an essential role in facilitating communication, coordinating meetings and logistics, managing critical timelines, and ensuring a high standard of administrative service across leadership functions.

Qualifications:

- 1) 2+ years of administrative experience, including supporting management or coordinating meetings. Board support experience is considered an asset.
- 2) Diploma or certificate in administration, communications, or a related field; an equivalent combination of education and experience will also be considered.
- 3) Experience working with Indigenous People and an understanding of Indigenous culture and well-being will be considered an asset.
- 4) Experience in communications and creative writing.
- 5) Non-profit charity experience would be an asset.

Specific Accountabilities:

- 1) Provide direct executive-level support to the Executive Director, including managing calendars, preparing correspondence, and assisting with key administrative functions.
- 2) Serve as the primary liaison to the Board of Directors and its Committees, ensuring timely communication, preparation and distribution of meeting materials, minute-taking, and follow-up on action items.
- 3) Draft, compile, and edit reports on behalf of the Executive Director, including Board reports, executive updates, and other internal and external reporting documents, ensuring accuracy, professionalism, and alignment with organizational priorities.
- 4) Maintain strong working knowledge of not-for-profit board governance and ensure administrative processes align with governance best practices.
- 5) Demonstrate discretion and sound judgment in handling sensitive and confidential information pertaining to the Executive Office and the Board.
- 6) Coordinate logistics for Board and Committee meetings, including scheduling, room/technology setup, catering, and documentation.
- 7) Support governance compliance by tracking motions, decisions, and ensuring record accuracy and document security.



ODAWA NATIVE FRIENDSHIP CENTRE
A THRIVING, RESILIENT COMMUNITY

- 8) Demonstrate good organizational and time management skills to manage multiple priorities, meet deadlines, and anticipate leadership needs.
- 9) Strong written and verbal communication skills with an ability to draft professional correspondence and reports to draft documents, internal/external correspondence, and stakeholder communications.
- 10) Apply creativity and attention to detail in identifying and resolving administrative challenges, ensuring smooth operations in a dynamic environment.
- 11) Demonstrate strong interpersonal skills and professionalism in all internal and external interactions, serving as a representative of the Executive Office.
- 12) Proactively support the implementation of strategic initiatives led by the Executive Director and contribute to organizational effectiveness.
- 13) May occasionally provide support or training to other administrative staff.

Training & Professional Development Functions

- 1) Maintain relevant training and professional development.
- 2) Participate in relevant conferences, training workshops and related courses and meetings for professional development as required or directed.
- 3) Attend workshops, staff meetings, etc., as directed.
- 4) Keep apprised of relevant legislation or policy changes in relation to children and youth supports and services.
- 5) Identify professional development / training needs and brings to the attention of the Executive Director.

Health & Safety Requirements Functions

- 1) Maintain health and safety requirements.
- 2) Observe health, fire and safety regulations; uphold health and safety standards.
- 3) Ensure that the Health and Safety policies incorporated into daily working practices are adhered to.

Generic Duty Functions

- 1) Undertake other duties as assigned by the Executive Director.
- 2) Observe and uphold the policies, procedures, and practices of the ONFC.
- 3) Maintain and secure facilities and equipment and ensure confidential client information is secured in a locked filing cabinet on a daily basis.
- 4) Actively promote and participate in community and ONFC annual activities in keeping with the mandate and philosophy of the ONFC.
- 5) Ensure the premises and program resources are safe and secure.
- 6) Work within an Indigenous culturally competent framework.
- 7) Notify the Executive Director immediately of any difficulties including crises or any other issues that may affect the ongoing delivery of the ONFC operations.



ODAWA NATIVE FRIENDSHIP CENTRE
A THRIVING, RESILIENT COMMUNITY

WORKING CONDITIONS:

Physical Demands

The Executive Coordinator will spend long hours sitting, standing, walking and using office equipment and computers which can cause muscle strain. This role also requires engaging in physical/recreational activities and programs with youth. The Executive Coordinator may occasionally be lifting equipment (up to 30lbs); accommodations available as needed. The worker may have to lift and carry using appropriate lifting techniques, bend, push, pull, grip, reach, kneel, crouch using good body mechanics and includes walking, sitting, standing and climbing stairs.

Environmental Conditions

The Executive Coordinator will be working in a busy, open office environment, and can be occasionally noisy and will need excellent organizational, time and stress management skills to complete the required tasks.

For your information and consideration

We burn medicines in the office as part of our traditional practices (i.e., smudging). This is a regular and respected part of our workplace culture.

Mental Demands

The Executive Coordinator must deal with a wide variety of community members, supporters, vendors, staff, and must provide support and guidance, potentially causing stress. Self-care is strongly encouraged in a supportive role such as this.

Indigenous (First Nations, Inuit and Métis) candidates will be given priority, please self-identify.

The Odawa Native Friendship Centre is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs.

If you are interested and meet the above criteria, please send your résumé and cover letter telling us why you think you'd be a great addition to the Odawa team to hr@odawa.on.ca

Deadline for applications: Until position is filled.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.