

## **Job Description—Education Department—Education Office Coordinator**

**Contract Position**, Part-time, 24 hours per week (Monday–Thursday) until June at \$22.00/hr (contract may be extended)

**Neighbour to Neighbour Centre** is looking for an Office Coordinator for their Educational Programs department. The Office Coordinator will be aligned with Neighbour to Neighbour’s Mission, Vision and Values. They value and respect N2N volunteers as equal members of our team. They work side by side with staff and volunteers to achieve our goals.

### **Program Overview:**

Started in 2003, the Deban Brunette Literacy Program provides children in Hamilton schools with a safe, supportive place to foster a love of literacy. With dedicated volunteers and one-to-one interaction, students are encouraged to build their comprehension, fluency, and self-confidence. Our Education department also offers the Math Success Program, which provides instruction and homework support for students in Grades 7 and 8. Our programs serve over 300 students and utilize the talent of over 120 volunteers from our community.

### **Job Requirements:**

The ideal candidate will be passionate about education and volunteerism. The Office Coordinator will be responsible for the administrative tasks of the education department and will assist in organizing and supporting our volunteers. **The position requires the use of a vehicle and some local travel.**

- Answer and direct general inquiries that come into the Education Department
- Distribute emails, messages and mail to the appropriate volunteers, clients and other staff.
- Prepare materials for the Director of Education and volunteers
- Maintain up-to-date information on volunteers
- Coordinate volunteer schedules and provide support and information to volunteers as requested
- Ensure volunteers have all materials necessary to complete their duties

- Support the Director of Education in any tasks necessary to the running of the volunteer department
- Coordinate with the Manager of Administrative Services
- Coordinate training and celebration events for volunteers and the Education Department
- Monitor and maintain the Education Office
- Monitor and maintain office equipment, i.e. photocopiers, etc.
- Other duties as required

**Core Competencies:**

- Integrity, Excellence, Respect and Flexibility
- Teamwork & Collaboration
- Commitment to Diversity, Equity & Inclusion
- Conflict Resolution
- Oral Communication
- Privacy & Confidentiality
- Customer Service Oriented

**Experience**

- Administrative experience: 2 years (required)
- Microsoft Office: 2 years (preferred)
- Adobe: 2 years (preferred)
- Video Conferencing: 2 years (preferred)

Please put *Office Coordinator* and your name in the subject line. Please send your resume and cover letter to the following address:

Carolyn Rankin-Boutin at [education@n2ncentre.com](mailto:education@n2ncentre.com) by December 23rd