



## **Project, Marketing, and Operations Coordinator**

The Jane Goodall Institute of Canada is seeking an exceptional **Project, Marketing, and Operations Coordinator**. We are looking for a versatile, upbeat and positive self-starter and multi-tasker who can complement and contribute to our team of 12. This is an ideal role for early career stage candidates with 3-5 years of related experience who want to gain a broad set of skills and experience in learning how non-profits run. This position requires taking responsibility and accountability for important functions, along with utmost discretion in handling confidential information. A liaison for a wide range of stakeholders, this individual will report to the Chief Executive Officer and serve as an important link between the CEO and major donors, partner organizations, volunteers, Board of Directors, and the general public. Passion about our mission is a key success factor for any candidate.

### **Scope of Responsibilities**

To some degree, the role will be tailored to the experience and skillset of the successful candidate. The scope of responsibilities may include support of some of the following, and candidates' experience should span numerous items on the list:

- Marketing, website, social media, writer, communications, public relations
- Customer relationship management (CRM) database (Salesforce.com)
- Accounting - basic
- Project monitoring and status reporting
- Executive team and Board of Directors administrative support
- Office management
- IT support
- Stakeholder engagement
- Customer service and correspondence
- Events execution
- Volunteers oversight

### **Specific duties can include support for the following (some are compulsory):**

- Review and respond to incoming correspondence, inquiries and phone calls in a timely manner
- Schedule, organize, and prepare for JGI staff meetings including off-site locations/logistics and post-meeting minutes or notes
- Project monitoring and status reporting documentation
- Prepare documents, presentations, and materials as required
- Basic accounting and financial record keeping
- Manage contracts, confidential records and inventories of assets and office supplies
- Develop, review and update JGI Canada policies and corporate documents as required



- Provide administrative support to the CEO, and Board of Directors including scheduling meetings, preparing and distributing agenda, distributing board documents, taking minutes and maintaining board records and member documentation
- Ongoing development and management of the Institute's volunteer program
- Oversee and manage IT for the organization
- Writing marketing and communications materials
- Assist with the maintenance of JGI Canada's website
- Inputting/updating CRM database
- Assist with the preparation and logistics for external events including, arranging staff travel, compiling and delivering JGI materials, attending events to provide on-site support
- Other duties or special projects as assigned
- Monitor and maintain a safe, efficient, professional office environment and act as the liaison with the landlord – University of Toronto

## **Qualifications:**

- Post-secondary education and minimum of 3 years' related experience (combination of work experience, education, and training) spanning much of the Scope of Responsibilities
- A highly developed sense of judgment and discretion with confidential and sensitive information
- Proven ability to operate professionally and with consistently high standards of excellence and responsibility
- Excellent organizational skills and demonstrated ability to effectively handle multiple tasks simultaneously, prioritize work, and complete deliverables
- A self-starter, able to think critically and exercise independent and sound judgment in anticipating needs and taking initiative
- Excellent written and verbal communication skills
- Proficiency with Microsoft Office programs specifically, Word, Excel, PowerPoint, Outlook
- Ability to work from home and to work in the JGIC office on the downtown Toronto campus as needed

When you join JGI Canada, you are joining a committed team that is passionate about protecting the planet and we encourage all candidates to visit our website, [www.janegoodall.ca](http://www.janegoodall.ca), to learn more about our team and the Institute's programs.

Interested applicants are invited to apply through [Charity Village](#).

**Please note:** Applications must be accompanied by a covering letter explaining why we should hire you and why you want to work at JGIC.