

TORONTO BRIGANTINE INC.

Leadership through Adventure since 1962

Job Description

Program Coordinator

Date Approved: July 23, 2012

Position Location: Toronto, Ontario

Reporting to: President

Closing Date: August 25th, 2012

Start Date: October 1st, 2012

Purpose: The Program Coordinator is responsible for the day-to-day program and administrative support of the organization.

Key Responsibilities and Accountabilities:

Primary Responsibilities:

The primary responsibility is to recruit, coordinate and follow up with the youth and their parent(s)/guardian(s) participating in the Summer and Winter Programs.

- Respond to program-specific information requests from the general public, volunteers, employees, members and donors in an appropriate and timely manner
- Respond to inquiries and forward messages as appropriate
- Research and solicit new program participants recruitment opportunities
- Liaise with the community (schools, agencies' service providers, business, donors etc.)
- Orient and register program participants
- Organize program transportation, food and other supports
- Prepare recruitment analysis and reports

Administrative Responsibilities:

Take a lead role in managing administration and daily support functions including:

- Administrative duties related to meetings and correspondence
- Logistics for meetings including materials distribution,
- Timely flow of materials that require signature
- Accurate administration of basic bookkeeping functions (QuickBooks)
- Assistance in the preparation of financial reports that are complete and timely
- Maintenance of current social marketing opportunities i.e. Facebook, Twitter
- Assistance with the development of promotional materials and participation in promotional / fundraising, open house events
- Maintenance of the filing system to ensure all program related records are readily accessible, up to date and appropriately retained

- Assist in preparation of funding applications and reports
- Maintenance of accurate and up-to-date program and donor files
- Documentation of corporate and individual donations and appreciation/receipt letters
- Support for the maintenance of database
- Maintenance of current media records

Agency Responsibilities:

- Work collaboratively with stakeholders in the implementation of TBI's strategic objectives
- Monitor objectives of volunteers and other staff to ensure successful achievement
- Provide regular and timely updates including outreach outcomes, marketing, planning and activities evaluation
- Undertake other tasks related to the position as required
- Adhere to all policies in effect at TBI at any time

Job Requirements:

- Post secondary degree or equivalent work experience (secretarial, office administration)
- A minimum of 3 years administration experience
- Excellent proficiency in Office and internet
- Well-organized, reliable, responsible, enthusiastic, diligent and energetic
- Excellent verbal and written communication skills
- Excellent interpersonal skills

Personal Requirements:

- An ability and desire to work with youth
- Sensitivity to and understanding of issues of concern to youth and their parent(s) or guardian(s)
- Problem solving skills and resourcefulness
- Positive attitude
- Ability and willingness to work as part of a team
- Initiative, energy and persistence
- Ability to multi task and respond well to the unexpected
- Ability to maintain confidentiality at all times
- Committed to uphold the organization's mission, values and standards

Working Environment:

Most of the work will be performed in an office environment. From time to time the program coordinator may be required to spent time at the ships or other locations to support fundraising and community events, coordinate program activities (corporate sailing events), etc.

Interested applicants may respond by email to [hiring@torontobrigantine.org](mailto: hiring@torontobrigantine.org). Please include a resume and cover letter. Only candidates that meet our specified qualifications will be contacted for an interview.