



Office & Administration Coordinator

Position Details

Hours: 20 hours per week

Compensation: \$24.00–\$28.00 per hour, commensurate with experience. Vacation pay and other entitlements in accordance with Shelldale Family Gateway policies and applicable legislation.

Location: Onsite at Shelldale Family Gateway; 20 Shelldale Crescent, Guelph, ON

Reports To: Executive Director

Start Date: As Soon As Possible

Position Summary

The Office & Administration Coordinator is responsible for supporting the day-to-day administrative, financial, and operational functions of Shelldale Family Gateway. The successful candidate will work closely with the Executive Director, staff, bookkeeper, funders, and community partners to ensure efficient office operations, accurate record keeping, strong organizational systems, and compliance with reporting requirements.

Key Responsibilities

Financial Administration

- Process accounts payable, deposits, expense claims, and supporting financial documentation.
- Maintain accurate financial and administrative records.
- Coordinate payroll information and employee changes with the Executive Director and organization's bookkeeper.
- Support budget tracking, grant expense monitoring, and audit preparation.
- Issue charitable tax receipts and maintain donor records.

Office Operations

- Maintain digital and physical filing systems and organizational records.
- Monitor office supplies, equipment, software subscriptions, and service contracts.
- Coordinate insurance renewals, government filings, and annual compliance requirements.
- Liaise with IT providers, telecommunications vendors, and external service providers.
- Support the development and maintenance of administrative procedures and systems and the creation of organizational SOPs, in collaboration with the Executive Director.

Human Resources Administration

- Assist with the management, creation, and annual review of HR Policies and Procedures, in collaboration with the Executive Director.
- Prepare employment agreements, onboarding documentation, and personnel files.
- Track vacation, sick time, lieu time, and employee records.
- Support benefits administration and employee documentation requirements.
- Maintain confidentiality of all personnel and organizational information.



Reporting & Organizational Support

- Support preparation of board and committee materials as required.
- Assist with funder reporting, program statistics, and organizational data collection.
- Maintain donor, volunteer, and participant databases.
- Support fundraising administration, sponsorship tracking, and event logistics.
- Support the Executive Director with grant writing and reporting, as needed.
- Perform other duties as assigned.
- Ensure accurate record retention and document management practices.
- Support compliance with organizational policies, funder requirements, employment legislation, and reporting deadlines.
- Maintain confidentiality and accountability in all administrative functions.

Qualifications

Required:

- Diploma or certificate in Office Administration, Business Administration, Bookkeeping, or a related field.
- Minimum 3 years of administrative, office coordination, or nonprofit operations experience.
- Strong proficiency in Microsoft 365, including Word, Excel, Outlook, SharePoint, and Teams.
- Experience supporting bookkeeping, payroll administration, budgeting, or financial tracking.
- Excellent organizational, communication, and time-management skills.
- Ability to work independently and manage multiple priorities.
- Ability to maintain confidentiality and manage sensitive information appropriately.

Assets:

- Experience working in the nonprofit sector.
- Familiarity with donor databases, CRM systems, or grant reporting processes.
- Experience supporting human resources administration and employee onboarding.
- Knowledge of Ontario nonprofit compliance requirements and charitable organization administration.

Working Conditions

- Flexible schedule within regular business hours.
- Occasional evening meetings or events may be required.
- Combination of administrative, financial, and operational support responsibilities.
- Ability to work independently with minimal supervision.

Shelldale Family Gateway is committed to creating an inclusive and accessible workplace. We welcome applications from Indigenous Peoples, racialized persons, persons with disabilities, members of the 2SLGBTQIA+ community, newcomers, and individuals with diverse lived experiences. Accommodations are available throughout the recruitment process upon request.