



Office and Project Coordinator

Reports to: Director of Finance

Location: Shad Central, Head Office Location in Waterloo, ON

Are you passionate about making a positive contribution to Canada and help youth reach their potential? Shad Canada seeks an Office and Project Coordinator who will keep our four functional areas on track, organized, and performing at exceptional levels.

Reporting to the Director of Finance, this role will provide administrative support to Shad's Central office team with particular focus on the National Programs, Finance, Advancement and Strategic Initiatives portfolios.

Shad Canada is a charitable organization that hosts a STEAM and entrepreneurship program for students in grades 10 and 11 at universities across Canada. Designed for driven, curious and socially-minded high school students, Shads spend 27-days in July engaged in lectures, workshops, labs and hands-on learning across the country.

Responsibilities include:

- Provide administrative assistance to entire team
- Coordinate and plan meetings/events/venue reservations to support Shad's National Board of Directors, Program Directors, Program Managers, VIP visitors, Media/Communication needs and the entire central office team
- Assist with travel arrangements and expense reimbursements where necessary
- Keep office humming – manage office equipment and supplies and liaise with IT providers
- Act as Shad's front-line ambassador – greet guests, manage couriers and mail, and receive packages

National Program Portfolio

- Provide support to the student outreach, application and admission process including making travel arrangements where necessary
- Support program compliance by maintaining an orderly filing system possibly for campus team records and risk management training
- Field questions from students, parents and educators about the Shad program
- Assist keeping Shad's Education Edge and Raiser's Edge data bases current





Finance Portfolio

- Basic data entry and maintaining an orderly financial filing system possibly for expense reporting, accounts payable and accounts receivable
- Assist with different accounting projects as necessary
- Support human resources activities such as compiling/screening applications for campus team members

Advancement Portfolio

- Data entry and research on a project specific basis as necessary

Strategic Initiatives Portfolio

- Maintain an orderly filing system for all funding agreements and reporting requirements
- Support data collection as necessary

Our ideal candidate will have:

- Extremely well-developed organizational, analytical and communication skills.
- Proficiency with business software including Microsoft Office, social media, and other platforms
- Talent for attention to detail and accuracy
- Proven capacity to multi task and handle a high volume of work and shifting priorities
- Ability and desire to interact in a positive and supportive manner as an essential member of a small, agile, high performing team
- Commitment to serving the needs of a diverse stakeholder group – internal and external
- 3-5 years office experience
- Superb sense of humour
- Event planning experience an asset
- Experience working in higher education an asset
- General bookkeeping/data entry experience is an asset

Out of deep respect for diversity in all of its forms and equal treatment for all people, we welcome and encourage applications from all qualified individuals regardless of race, ethnic origin, religion, age, colour, gender, sexual orientation, ability or disability. Shad is committed to creating an inclusive environment for all team members.

Interested applicants should apply to accounting@shad.ca by September 18, 2019.

We thank all applicants but only those selected for an interview will be contacted.

