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**Registered Charity: No.
869254425 RR0001**

Job Posting **Administrative Coordinator** **Anti-Black Racism And Systemic Discrimination Collective**

Background

The Anti-Black Racism & Systemic Discrimination (ABR-SD) Collective of Peel came together in June 2020 with the goals of dismantling systemic discrimination, advocating for underrepresented communities and holding institutions responsible to their equity commitments.

The Collective, which comprises over 25 community agencies in the Region of Peel, strives to provide a safe and open forum for discussion and advocacy that will lead to dismantling individual, structural and systemic discrimination and racism across all levels of our community. The intention is to have courageous, intentional and focused conversations on anti-Black and other forms of racism and implicit prejudices embedded in our systems that continue to oppress a large segment of our population. Using the knowledge, expertise and willingness of the Collective membership, we advocate for and take action to ensure meaningful systems change occurs to provide an equitable community for all.

The Position

We are seeking an organized, analytical administrative coordinator, with exceptional communication and problem-solving skills to undertake primarily the admin-related operations for the ABR-SD Collective. In this role, you will work collaboratively with the co-chairs of the Collective, its committees and other partners to ensure a coordinated and cohesive approach to achieve the objectives. This role will also provide some administrative support to Roots Community Services, which is the lead agency for this initiative.

Term of work: 12 month contract with the possibility of extension

Hours of work: 35 hours per week

Rate of pay: \$24 an hour

Major Responsibilities:

- Provides proactive, coordinated administrative support to the Collective and committees.
- Coordinates and schedules meetings for the Collective and committees as required.
- Attends all meetings of the Collective and the respective committees.
- Prepares minutes for the Collective and each committee and distribute in a timely manner.
- Monitors, coordinates and prioritizes all communications and meeting calendars for the Collective and the committees.
- Manages information and workflow ensuring appropriate handling of all requests.
- Distributes documentation for action to co-chairs of the Collective and committees and manages an action item/follow-up system for the entire Collective and committees.
- Develops and manages a system for storing and sharing resources with the Collective and committees.
- Receives inquiries and coordinates responses as needed

36 Queen Street E., Lower Level Brampton ON L6V 1A2 Canada

- Organizes and/or coordinates various projects and initiatives; gathers information from a variety of resources for review.
- Maintains data for tracking and reporting purposes.
- Maintains content on website and social media platforms, ensuring a positive online presence of the Collective.

Qualifications:

- Successful completion of a post secondary administrative studies program plus a minimum of three years relevant experience or an equivalent combination of experience and education.
- Ability to apply discretion and confidentiality on sensitive issues.
- Ability to work in a self-directed manner within a collaborative team environment.
- Committed customer service focus with a high degree of tact and diplomacy.
- Demonstrated critical thinking and analyzing skills.
- Excellent oral communication skills to interact effectively with leaders in the non-profit sector, their staff and the wider community.
- Proficiency in minute-taking, setting agendas and written correspondence.
- Ability to work collaboratively with partners from various organizations and spaces.
- Detailed-oriented to ensure a high standard of professionalism.
- Proficiency in Microsoft Office 365, Google Workspace, Adobe Acrobat and social media platforms (e.g., Twitter, Facebook, Instagram).
- Ability to conduct research, compile and analyze information.
- Effective time management and organizational skills and the ability to deal with shifting/changing priorities and competing demands.
- Proven ability to problem-solve, show initiative and be proactive.
- Knowledge of anti-Black racism and systemic discrimination work and lived experience in Peel Region would be considered an asset.
- Knowledge of corporate administrative systems, policies and procedures, organizational structure, and major corporate and departmental activities would be considered an asset.
- Must have a clean recent Police Reference Check.

Please forward your application with a cover letter by email to careers@rootscs.org, with the subject line **Administrative Coordinator, ABR-SD**, no later than **April 4, 2022**. Please note that we will be reviewing applications as they are submitted.

We thank all who apply for this position; however, only those candidates selected for an interview will be contacted.