

Provincial Coordinator – People First of Ontario

Position Type: Part Time

Job Location(s): Toronto – Home Office

Hours: 15 hours per week
(with 4 weeks time away each year)

Application deadline : February 19, 2010

Salary: \$30 hour

Position Summary

People First of Ontario is a member run and managed organization. The Provincial Coordinator is responsible for coordinating the work of People First of Ontario and ensuring that all activities are completed in accordance to our funding requirements and the objectives of People First of Ontario.

Responsibilities

- Develop and monitor a calendar of activities for the organization;
- Alert the Board and its advisors to upcoming proposals, external and internal meetings, and funding reports.
- Serve as the liaison with the broader community for purposes of developing networks and partnerships and connecting them to PFO's advocacy work;
- Accompany and support Board members at Toronto based meetings with the government and other organizations;
- Take notes at meetings and present these to the Board in plain language;
- Website update as needed
- Monitor budgets and keep financial records for the bookkeeper;
- Conduct all administrative duties associated with the running of the organization and Board Support, (includes; organize board travel, accommodations, per diems cheques, cash advances, arranging for members transportation while in Toronto, etc.);
- Computer competency in various softwares including Word, Excel, and Powerpoint

Qualifications

- Knowledgeable of the experiences and issues facing people labeled with an intellectual disability in Ontario;
- Experience in working with people with intellectual disabilities;
- Strong organizational skills and ability to multi-task;
- Computer competency in Powerpoint and Microsoft Word;
- Competent with email and internet search engines;
- Availability to check email/respond three times a day (morning, afternoon, and the end of the work day).

The following other qualifications are considered an asset in this position;

- Experience with graphic software;
- Strong facilitation skills;
- Writing skills, i.e. grants and reports;
- Bilingualism;
- A valid Ontario driver's license and access to a vehicle.

Interested applicants should contact Doris Rajan for more details - d.rajana@rogers.com.

