

Aboriginal Shelters of Ontario

PO Box 218, Southwold ON NOL 2G0

PH (519) 652-0888

Administrative Coordinator

FULL JOB DESCRIPTION

Contract Fee: \$55,000/annually, plus 5.5% Tax Free Savings Account, Employer-paid health benefits.

About Us

Aboriginal Shelters of Ontario (ASOO) is dedicated to supporting Indigenous women, children, families, and communities through advocacy, resources, and collaboration with shelters across Ontario. Guided by the principles of respect, cultural sensitivity, and the Good Mind teachings, we strive to strengthen communities and advance the well-being of Indigenous peoples.

The Opportunity

We are seeking a highly organized and culturally sensitive **Administrative Coordinator** to provide essential support to our Executive Director, Board of Directors, and membership. This role is central to ensuring smooth governance, strong member relations, effective communications, and efficient administration.

General Statement of Duties:

Under the direct supervision of the Executive Director of the Aboriginal Shelters of Ontario, the ASOO Training Coordinator is responsible to assist with the development of annual Province-Wide Training and Capacity Building sessions for ASOO Member Shelters – Shelter Leader and Staff; coordinate and implement training/capacity building sessions; research and assist with development of projects and initiatives that fulfill the goals and objectives of the Aboriginal Shelters of Ontario.

This position will be located at Oneida Nation of the Thames.

Key Responsibilities

Board & Governance Support

- Coordinate logistics for board and committee meetings, including scheduling, materials, and follow-up.
- Accurately record and prepare formal meeting minutes in accordance with *Robert's Rules of Order*.
- Maintain board records, track action items, and support governance compliance.

Membership Management

- Support recruitment, outreach, and renewals for ASOO members and associates.
- Maintain membership data, prepare reports, and support engagement initiatives.
- Update and monitor the website as needed.

External Relations & Communications

- Act as the first point of contact for inquiries with professionalism and cultural respect.
- Draft correspondence, newsletters, proposals, and reports.
- Coordinate logistics for events, meetings, and external communications.

Audit & Financial Support

- Assist with audit preparation, organize records, and track financial documents.
- Maintain records of donations, membership fees, and receipts.
- Support board orientation and compliance documentation.

Administrative & Promotional Support

- Provide day-to-day administrative assistance to the Executive Director and leadership.
- Manage office and promotional supplies, travel bookings, and filing systems.
- Participate in ASOO events and represent the organization in alignment with our values.

Qualifications

- Post-secondary education in Business Administration, Social Services, or equivalent, or a minimum of 5 years' related experience.
- Experience in minute-taking with *Robert's Rules of Order* or similar parliamentary procedures.
- Strong proficiency with Microsoft Office, Zoom, and database tools.
- Knowledge of not-for-profit governance, Indigenous community organizations, and Indigenous shelters.
- Experience in audit preparation, funding compliance, and policy/report writing.
- Working knowledge of Sage50 or willingness to learn.
- Valid driver's license and ability to travel within Ontario as needed.
- Current and favorable Criminal Record Check, including Vulnerable Sector Screening.

Personal Qualities

- Strong interpersonal and communication skills.
- Excellent time management, organizational, and problem-solving abilities.
- Respectful, culturally sensitive, and grounded in personal/professional ethics.
- Ability to work independently and collaboratively in a team environment.
- Commitment to self-care and maintaining healthy boundaries.

Working Conditions

- Standard office hours, with flexibility for evening or virtual board meetings.
- Occasional travel within Ontario for meetings and events.

Compensation, Benefits and Perks

- Extended Health Care Benefits and life insurance
- TFSA match program
- Reduced Summer hours

Why Join Us?

This is an opportunity to contribute to meaningful work that strengthens Indigenous shelters and communities across Ontario. You will be part of a dedicated team that values respect, cultural traditions, and collaborative growth.

IN ORDER TO BE CONSIDERED:

- Applications must include: a cover letter, resume, three (3) letters of reference – with at least one reference from the most current supervisor, one from a previous supervisor, and one (1) character reference; Drivers' Abstract (driver record search); and legible copies of all relevant certificates, diplomas, and degrees.
- All documents should clearly state the position applying for.

VIA MAIL:

Aboriginal Shelters of Ontario
PO Box 218
Southwold, ON
N0L 2G0

VIA ELECTRONICALLY:

jeanine@asoo.ca

Indicate "CONFIDENTIAL – ADMINISTRATIVE COORDINATOR APPLICATION" in subject line.

Posting Date: October 23, 2025

DEADLINE TO APPLY: November 10th, 2025

Only those selected for an interview will be contacted.