



Autism Ontario is a charitable organization with a history of over 46 years representing the thousands of people on the autism spectrum and their families across Ontario. Made up of knowledgeable parents, professionals, and autistic self-advocates who can speak to the key issues that impact those with autism and their families, Autism Ontario is the province's leading source of information and referral on autism, and one of the largest collective voices representing the autism community. Members are connected through a volunteer network of 25 Chapters throughout the Province of Ontario.

### **Job Summary:**

Reporting to the Executive Director, and working closely with members of the management team, the Coordinator provides administrative and human resource services critical to the mission and day to day operations of Autism Ontario.

We are seeking a flexible individual who is confident in assessing and managing multiple priorities while meeting deadlines. In a changing and dynamic environment, this individual is able to quickly pivot to accommodate organizational needs and is proactive in creating solutions for new opportunities.

<b>Title:</b>	Coordinator, Administrative Services
<b>Location:</b>	Autism Ontario Provincial Office (1179 King St. West, Toronto) (Temporarily remote due to Covid-19)
<b>Hours of Work:</b>	37.5 hours (1.0 FTE)
<b>Salary Range:</b>	\$55,000 – 65,000
<b>Duration:</b>	1 Year Contract (possibility of renewal)

### **Key Responsibilities**

#### ***Executive & Management Support***

- Prepares, compiles, and distributes agendas, background documents, committee meeting minutes and reports for monthly meetings of the Board of Directors
- Attends Board meetings and selected internal or external committee meetings as determined by the management team, to record, prepare and distribute meeting minutes
- Assists in the planning, document preparation, distribution of materials and organization for the Annual General Meeting

## Autism Ontario – Administrative Services Coordinator

- Coordinates pre and post meeting logistics, including venue, set-up, guest invitations, refreshments, audio-visual equipment, conference/web-calls, etc.
- Prepares and presents documents requiring Executive Director's approval and signature such as employment contracts, grant applications, corporate agreements
- Assists with relevant communications to support the management team's activities.
- Ensures the maintenance, currency and confidentiality of the Board records
- Provides administrative assistance to other members of the management team in support of special projects or other operational initiatives and priorities.
- Assist with coordination of office management activities

### ***Human Resource & Employee Services***

- Assists hiring managers in their recruitment efforts by drafting/issuing job postings, screening resumes, coordinating interviews, responding to applicant enquiries, conducting employment and criminal reference checks, issuing offer letters, and preparing employment contracts
- Prepares hire packages, conducts orientation of new employees, and ensures the accurate completion, disbursement and filing of on-boarding documents
- Processes on-going changes in employee position, salary, benefits or status, liaising with payroll and/or benefit providers as required
- Establishes and maintains electronic and/or hard copy employee and employment-related files, ensuring their accuracy, currency, and confidentiality
- Responds to queries from managers and employees on such things as pay, benefits, vacation entitlement and other human resource policies
- Administers the organization's Group Benefits plans ensuring timely enrollment of qualifying employees, notification of employee changes and deletions. Reviews and confirms monthly statement and billings
- Processes employees' leaves of absence, return to work and accommodation plans in consultation with the manager
- Drafts new or revises existing human resource operational policies to improve efficiencies and reflect leading HR practices, for management review and approval
- Generates regular and ad-hoc HR reports as requested, coordinates and reports on internal employee surveys

## Autism Ontario – Administrative Services Coordinator

- Plays a lead role in the implementation and maintenance of a Human Resource Information System (Ceridian Powerpay HRIS), in close collaboration with Finance to ensure alignment with Ceridian Payroll System
- Oversees the Occupational Health and Safety program, including coordination of mandatory H&S training, incident reporting, inspections, reporting and record maintenance in accordance with the requirements of the OHS Act
- Participates as a standing member of the Joint Occupational Health and Safety Committee

### **Qualifications and Skills**

- Bachelor's degree or college diploma in office administration, human resources or related discipline and a minimum of five years of progressively responsible experience as an administrative professional; or equivalent combination training and experience, preferably in a non-profit, social service organization
- Certified Human Resources Professional (CHRP) designation is preferred
- Proven skills in providing advanced level administrative support to senior management that includes minute-taking, document preparation, and drafting correspondence in response to routine enquiries
- Good knowledge of human resource administration with familiarity of key governing legislation such as the Employment Standards Act, the Occupational Health and Safety Act and Human Rights Code
- Superior organizational and time management skills along with exceptional attention to detail sufficient to manage competing priorities and accomplish administrative tasks with care and precision
- Excellent interpersonal and communication skills (spoken and written) and demonstrated ability to establish collaborative relationships in a fast-paced team environment, and communicate effectively with individuals at all levels, both internally and externally
- Proficiency with computer technology including Microsoft 365, Google Apps and social media; along with an aptitude for adopting new technologies
- Demonstrated judgment, diplomacy, and adherence to confidentiality
- Commitment to the mission and vision of Autism Ontario
- Proficiency in French language/additional language skills highly desired
- Flexibility to work occasional evenings and weekends

## Autism Ontario – Administrative Services Coordinator

Interested candidates should submit a resume and cover letter to [hr@autismontario.com](mailto:hr@autismontario.com). Please quote **Coordinator, Administrative Services** in your subject line of your email and application. We thank everyone for their interest in this position; however only those candidates invited to an interview will be contacted.

Autism Ontario is an equal opportunity employer committed to maximizing the diversity of our organization, and actively encourages individuals on the autism spectrum and from all equity seeking groups to apply. We are pleased to consider all qualified applicants for employment without regard to race, colour, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veterans' status or any other legally protected factors.

Autism Ontario is committed to providing a barrier-free work environment in concert with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, Autism Ontario will make accommodations available to applicants with disabilities upon request during the hiring process