



# Ignatius Jesuit Centre

*A Place of Peace*

**Job Title:** Office Coordinator  
**Job Type:** Full-Time Permanent  
**Wage:** \$20/hr-\$22/hr plus pension + benefits  
**Deadline:** March 17, 2023  
**Start Date:** May 8, 2023

**Submit resume and letter of interest to [officecoordinator@ignatiushguelph.ca](mailto:officecoordinator@ignatiushguelph.ca)**

The Ignatius Jesuit Centre is home to Loyola House, Ignatius Farm, and Ignatius Old-Growth Forest Project.

### **Job Overview:**

The Office Coordinator is the first point of contact to our visitors; a resourceful self-starter able to juggle multiple priorities. In this role you would be responsible for daily administrative support.

- Manage reception and volunteer receptionists
- Manage computers, email addresses & phones
- Purchase and organize inventory for office supplies and IJC merchandise
- Maintain and update employee documents
- Support hiring process, including posting job ads
- Take minutes for operational committee meetings
- Support and assist the Ignatius Directors
- Coordinate volunteer applications, placements & records with area managers
- Coordinate bookings for St. Brigid's Villa

### **Qualifications:**

- Proficient and experienced using Microsoft Office Suite and Raiser's Edge NXT
- Ability to set goals and attain results within set timelines
- Strong decision making and organizational capabilities
- Exceptional interpersonal and communication skills
- Ability to work well with staff and clients
- Previous experience in an office environment with a diverse range of activities
- Experience in a community-based not for profit organization is an asset

*The Ignatius Jesuit Centre (IJC) aspires to be an equitable and inclusive place where a diversity of life experiences, identities and perspectives work together. IJC encourages applicants from all walks of life. We apply an anti-oppression framework to our work and have a zero tolerance policy for discrimination and harassment.*

We thank all applicants in advance; only those selected for interviews will be contacted.