



Coordinator, Administrative Operations

Job Location: Mississauga, ON, Hybrid

Company and Position Summary:

International Justice Mission (IJM) is the global leader in protecting vulnerable people from violence around the world. Our team of over 1,200 professionals are at work worldwide in over 30 offices. Together we are on a mission to rescue millions, protect half a billion, and make justice unstoppable.

Reporting to the Vice President, Advancement and Strategy, IJM is seeking a highly proactive and organized **Coordinator, Administrative Operations** to provide administrative and project support to the IJM team.

Join our Team and Make a Difference!

If you are experienced in supporting teams and leaders, project management, event coordination and enjoy working in a highly collaborative environment, then we want to hear from you!

This is a full-time contract position for 12 months. IJM offers a competitive compensation package which includes 3 weeks of paid vacation and benefits.

Main Responsibilities/Duties:

Administration:

1. Support priority projects such as strategy progress reporting, operational planning, policy and standards compliance.
2. Support the creation of documentation for meetings including all staff and board meetings.
3. Managed leadership calendars and support the booking of organization or team meetings.

Events and Logistics:

1. Provide support to organization events, such as monthly and quarterly meetings, strategic planning rhythms, prayer retreats, and other organizational gatherings.
2. Provide fundraising event including pre-event preparations, creating and shipping event materials, supporting the documentation of event results.

Project Support:

1. In partnership with other IJMC team members, support engagement of Shared Services or external consultants to create digital and print materials.
2. Facilitate the effective management of projects in compliance with all project requirements and applicable policies and procedures such as the Data Privacy Policy.

Finance Administration Support

1. Support credit card reconciliation and budget expense tracking.
2. Provide backup gift processing support as needed.

General Tasks

1. Complete administrative tasks as assigned such as supporting team gathering, office functioning, etc.
2. Participate in IJM's community of spiritual formation.

Qualifications:

Education & Experience

1. 1-2 years of professional experience.
2. 1-2 years' experience in project management.
3. Proven ability to provide effective internal administrative support.
4. Bachelor's degree or equivalent.

Technical Competencies

1. Working knowledge of Microsoft Office.
2. Strong ability in written and oral communications.
3. Prior experience using fundraising or sales related CRM, Salesforce preferred.

Non-Technical Competencies

1. Eager commitment to IJM's Core Values: Christian, Professional and Bridge-Building;
2. Proactive, innovative problem solver;
3. Humble and resilient;
4. Excellent relational judgment;
5. Servant leader; and
6. Result-oriented.

If this sounds like you, please apply here: <https://recruiterflow.com/essentialhr/jobs/237>

We sincerely appreciate your interest in joining our organization and taking the time to submit your application. Please note that due to the high volume of applications we receive, we are only able to follow up with candidates who are selected for further consideration. Thank you for understanding.

Accommodations are available on request for candidates participating in the selection process; please let us know if you require a specific accommodation.

IJM is committed to providing equal employment opportunities to all employees and applicants for employment without regard to race, colour, creed, religion, sex, pregnancy, national origin, ancestry, citizenship status, age, marital or partnership status, sexual orientation, gender identity or expression, disability, genetic predisposition, veteran or military status or any other class or status in accordance with applicable federal, provincial and local laws.