**JOB TITLE:** Admin & Event Coordinator, Making the Shift Inc.

**TYPE OF POSITION:** Contract – 1 year with possibility of renewal

**HOURS OF WORK:** Full-time (35 hours/week)

**LOCATION:** This is a remote position, with some travel required within Canada.

**SALARY:** salary commensurate with experience

**CONTACT:** Please send your cover letter and resume to makingtheshift@yorku.ca

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

The Admin & Event Coordinator reports to the Manager, Governance and Operations and will assist in advancing the strategic goals of MtS by playing a key role in the planning and execution of a series of events throughout the year and providing administrative support to our Pan Canadian Team.

**EVENT PLANNING**
- Research and recommend venues for events and meetings
- Onsite coordination of catering, supplies and IT support for in person meetings
- Work with external event planner to support large scale events
- Booking support for staff, committee and board members including hotels & flights
- Liaise with staff at York and A Way Home Canada to support external meetings
- Planning Annual General Meeting in collaboration with the Manager, Governance & Operations

**ADMINISTRATIVE SUPPORT**
- Scheduling support for team members including the creation of scheduling polls for committee meetings
- Maintain accurate inventory of office equipment and order supplies on behalf of the team
- Preparation of presentation materials for staff and board meetings
- Collaborate with the MtS team in creating and publishing the annual NCE Report and annual Impact Report
- Maintain accurate records for all MtS Board and Committee members
- Monthly updates to our CRM database

Other duties as required

**EDUCATIONAL REQUIREMENTS:** 2 years post-secondary education with a focus on event planning, communications and project management courses or equivalent is an asset.

**EXPERIENCE REQUIREMENTS:** 3-5 years of recent event planning and administrative experience, preferably in an educational or non-profit environment.

**SKILLS:** Excellent oral and written communication skills, ability to work as a member of an inter-disciplinary team and independently to identify and accomplish project(s) objectives; high tolerance for ambiguity; self-directed and demonstrated initiative; excellent organizational skills, including ability to multitask, set priorities and meet deadlines; excellent attention to detail.

**TECHNICAL SKILLS:** Excellent computer skills required. Proficient in Microsoft Office 365 suite including Word, PowerPoint, Excel and SharePoint. Experience with Zoom and associated hardware and software features.