



after BREAST CANCER

Charity #849225040 RR0001

Position: Administrative Coordinator Volunteer
Time Commitment: flexible schedule with ability to work remotely as needed
Location: 1292 St. Clair Avenue West, Toronto, ON M6E 1C1

Position Summary:

The Administrative Support Coordinator is the “glue” that helps ensure all administrative aspects of supporting *after* BREAST CANCER’s mandate is accomplished with operational excellence. You are a fun, energetic, and creative thinking intern. You will learn the ins and outs of a non-profit and how a strong administrative foundation is the overall charity efforts. Within this role you will gain the exposure to providing central and coordinated administrative support for *after* BREAST CANCER’s Board of Directors and core management team.

Tasks and Responsibilities:

- Provides day-to-day administrative duties and general support to aspects of *after* BREAST CANCER’s mandate as required.
- Responsible for all aspects of office operations including preparation of spreadsheets, charts, correspondence, scheduling meetings, managing calendars, maintaining office inventory, ordering supplies, taking minutes of meetings, sorting and distributing mail, responding to inquiries etc.
- Provides administrative and front-line support for on-site servicing of survivors (i.e. general inquiries, appointment setting, application processing, board meetings, etc.)
- Prepares a variety of correspondence, email and document storage management, reports, spreadsheets and presentation material for both internal and external communications.
- Assists in planning and coordinating meetings, catering and other event-related logistics when required.
- Other duties as required.

Qualifications:

- Currently enrolled in Post-secondary education in English, Journalism, Non-profit Management, Business Administration, International Development, or equivalent field of study.
- Exceptional proficiency with MS Office.
- Demonstrated ability to successfully manage multiple projects and deadlines, completing projects on time with professionalism.
- Ability to perform to a high level independently as well as with a team;
- Maintain a high level of confidentiality.
- Work well in a fast-paced time sensitive environment.
- Excellent written and interpersonal skills

Start Date: Immediately

Term: Volunteers MUST work a minimum of 10 hours a week for 5 months consecutively

Remuneration: Transportation costs to and from (public transit or parking)



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What's In It for You? Benefits and Opportunities:

Connections/Networking:

- Expand your professional and personal network

Growth/Development:

- Enhance core competencies: engagement strategy, content, data and automation (may include)
 - Interpersonal skills
 - Computer literacy
 - Planning and organizational skills
 - Communication skills
 - Business acumen
- Gain expertise working within a non-profit organization
- A great place to gain valuable work experience for placement / transitional opportunities while contributing to **after** BREAST CANCER's vision of creating a future to make a difference one woman/one survivor at a time.

About **after** BREAST CANCER:

Our Vision

Our Vision Is To Make A Difference...**ONE Woman / ONE Graduate At A Time**

Our Mission Statement

after BREAST CANCER is a Canadian Charity incorporated with the following objectives:

- To provide resources that contribute to a woman's Quality of Life (QOL) after breast cancer.
- To provide women with limited financial resources and NO insurance with mastectomy bras, mastectomy camisoles and breast prostheses at no cost to them after breast removal surgery (mastectomy or lumpectomy).
- To identify underserved areas in breast cancer survivorship that lack resources and provide evidence based information that can facilitate informed decision making on issues related to breast cancer survivorship.

Ready to Join the Team?

We encourage all interested individuals to submit a cover letter supporting how your qualifications make you the ideal candidate for this volunteer intern position.

Application Process: Please quote: **Administrative Coordinator** on the subject line, complete our application form and attach your cover letter and resume (or link to your LinkedIn profile) attention: Human Resources Director at hr@afterbreastcancer.ca.

We thank all those applicants that may apply. For more information about our organization and our cause, please visit our website at: <http://afterbreastcancer.ca/>