

People for Education is looking for a full-time Operations Coordinator!

Are you resourceful, organized, and a great communicator? Do you have experience working in the non-profit sector? Are you interested in working with a small team of talented and energetic individuals who are passionate about public education?

People for Education ([PFE](#)) is a Canadian non-profit working to support system change in public education so that students will graduate from high school with the skills and competencies they need to succeed whatever path they choose. Key components of our work include:

- Convening, building connections, and creating a network of students, educators, families, policy makers, and researchers.
- Articulating the key components of a quality education in Canada and developing policy-ready ideas.
- Making research public and accessible to help make the case for system change.

The Operations Coordinator reports to the Director, Policy and Research, to provide administrative, fundraising, and logistical support for the PFE team.

Qualifications

- A relevant degree, diploma, and/or experience working in a non-profit organization or similar environment
- Ability to juggle competing priorities and multiple projects
- Excellent organizational and problem-solving skills
- Strong oral and written communication
- A fast learner with a positive attitude who enjoys working in a team setting
- Working knowledge of Microsoft 365, MS Office suite, online meeting platforms (i.e., Zoom, etc.), and administrative software (i.e., DocuSign, etc.).
- Bilingual in French is an asset

Duties and Responsibilities

Administrative Support:

- Coordinate multiple schedules and book meetings with key stakeholders and working tables
- Manage a system of electronic files and organization, including listserv management
- Take minutes at meetings and create summary reports
- Maintain and log updates to media and key contact lists for communications
- Track and maintain list of all External communications subscriptions and contracts

Fundraising and Board Support:

- Support the development of donor lists, targeted campaigns, and all associated package copy; including execution via MailChimp
- Revise and maintain PFE's fundraising and communications databases and act as a liaison with MiCharity
- Respond to administrative donor inquiries/requests
- Track donations and prepare monthly donor reports
- Support donor and sponsor stewardship: charitable receipts, thank-you notes
- Provide support to the Board of Directors by coordinating quarterly meetings, writing meeting summaries, and organizing related files

Logistical Support:

- Coordinate projects and contracts with partner organizations
- Optimize organizational protocols by creating tools such as planners, lists, and manuals
- Contribute to efficient internal operations by being a versatile and flexible team player

People for Education is committed to having a diverse team that represents a variety of backgrounds, perspectives, and skills. This is a permanent full-time position that will request an in-person presence at the PFE office in Toronto, though there may be flexibility for working remotely occasionally. Salary will be commensurate with experience.

We are proud to be an excellent employer, with a great benefits package, a pension plan, and opportunities for professional development.

To apply for this job please submit a resume and a cover letter explaining how your past experience will make you a good fit to work at People for Education (please include salary expectations) to info@peopleforeducation.ca. **The deadline for applying is September 24, 2021.**