



Career Opportunity:

ADMINISTRATIVE COORDINATOR – COMMUNITY PROGRAMS

(Permanent Full-Time)

Read this first!

Established in 1973, Interval House is Canada's first shelter for women and children experiencing abuse. We are trailblazers in the campaign for women's empowerment and independence and we provide innovative, specialized, and transformative services that help to break the cycle of intimate partner violence.

Checkout our website for more details, www.intervalhouse.ca

Interval House embraces challenges and changes. The organization values and encourages new opportunities, being a sector leader and colouring outside the lines. We think it's important to ask ourselves the hard questions: Are we doing what we set out to do? Do the programs and services we offer help women become self-sufficient and break the cycle of violence? As the world changes around us, we need to pivot and change. Are there gaps in our services? Should we fill them ourselves?

Why is what we do important?

Leaving an abusive relationship is not the end of the story. Living a full life after trauma requires help and guidance to address all those unique barriers in a society that is not designed for the most vulnerable. Our goal is to be creative and innovative with our programs and services to help address these barriers and empower women to face their challenges with knowledge, skills, and confidence.

Join Interval House's Growing Team:

The Community Programs team is a group of caring, dedicated staff that provides a continuum of services including integrated and specialized services to help women build their economic self-sufficiency (BESS). The Program's many services include employability skills coaching, finding jobs, partner with employers and linking them with suitable clients, supportive one on one counselling, life skills workshops as well as housing support and referrals to other services.

What's the job?

The Building Economic Self-Sufficiency (BESS) Program is currently seeking an ADMINISTRATIVE COORDINATOR. This role involves:

- Provide administrative support to BESS services.
- Design, develop, update, and maintain the internal database and records for analysis and reporting.
- Analyze data in Excel and create charts to report outcomes and evaluate effectiveness of programs.

Additionally, this job entails:

- Collaborate with employees, manager and external stakeholders.
- Draft and update departmental policy and procedure documents and related tools.

To implement this unique program, you will also need to provide support to management and departmental employees preparing reports. Strong verbal and written communication and analytical skills are essential.

Must Have:

- Attitude – Can you take feedback openly and with an eagerness to learn?
- Communication skills – Excellent written and verbal communication skills.
- Excellent organizing and time management abilities.
- Interpersonal relationships and customer service.
- Time management and attention to detail.
- Documentation and digital records management and reporting.
- Handling new projects/challenges.
- Proficiency in Microsoft Word, Outlook, Excel including formulas, pivot tables, and basic data visualization.

Nice to Have:

- Experience relevant to general administration, data coordination, or program support.
- Experience with database management and data integrity checks.
- Experience in collaborative work environments and cross-team coordination.
- Ability to work independently and maintain a high level of accountability.

Interval House believes in improving the skills of our staff. Your knowledge and skills will be developed in these areas:

- Understanding the challenges/barriers affecting women who have experienced Intimate Partner Violence (IPV Program planning and implementation).
- Risk identification and mitigation.
- Positive interpersonal relations.
- Attention to detail.
- Good judgment and decision-making.
- Handling administrative responsibilities.
- Client case management software, Microsoft Access, and Power Point, Teams.
- Coordinate and organize major client and networking events.

Job Details:

Reports to: The Community Programs Manager.

- Job Type: Full-Time permanent.
- Hours of Work: 35 hours per week.
- Work Arrangement: Hybrid onsite as per Interval House's procedures
- Location: Toronto, Ontario.
- Expected Start Date: Immediately.

You will benefit from:

- Competitive compensation (minimum starting at \$27.52/hr)
- Paid vacation and sick benefits
- Employer fully paid Group Insurance benefits
- Optional RRSP benefits
- Employee Assistance Program
- Flexible onsite start times
- Work/Life balance
- Career growth and professional development opportunities

To Apply:

- Email: personnel@intervalhouse.ca
- Attention: Human Resources
- Subject line: **ADMINISTRATIVE COORDINATOR**

Good to Know:

- We thank all applicants and will only contact applicants with the required qualifications and competencies.
- Must have evidence of eligibility to work in Canada and legally fulfilling the requirements of the role.
- All successful applicants must agree to undergo a police vulnerable sector check.
- Interval demonstrates its commitment to employees' health and wellness, diversity, equity and inclusion, does not condone any form of discrimination and workplace violence whether virtual or onsite.
- Interval House does not use internal AI in its recruitment process.