



Jewish
General
Hospital
Foundation

ADMINISTRATIVE COORDINATOR

ADVANCEMENTS IN HEALTHCARE ARE MADE HERE.

Since 1969, the Jewish General Hospital Foundation has been a vital source of support for the JGH to enhance its extraordinary patient care, further scientific discovery, and transform healthcare delivery through innovation. We partner with inspired community members to implement a wide variety of fundraising initiatives to achieve these ambitious goals.

We are a vibrant team of professionals and an organization committed to empowering you to take on a pivotal role in this vital ecosystem. Together, we continue to enable awe-inspiring medical breakthroughs and drive the Jewish General Hospital forward—for the betterment of all Quebecers and beyond. Join us!

THE OPPORTUNITY

The Administrative Coordinator is integral to the operational success of the JGH Foundation, providing comprehensive support to the Vice-President, Finance and Administration (80%) and assisting the Vice-President, Strategy, Governance and Campaign Operations (20%). This role involves managing a variety of tasks and ensuring efficient operations within the organization.

DUTIES AND RESPONSIBILITIES

- Liaise with Hospital Technical Services and Security to address staff requests related to maintenance, security, and other facility departments.
- Maintain an organized inventory of Foundation-wide policies and procedures.
- Provide support for programs and initiatives relating to governance or the comprehensive campaign.
- Liaise as necessary with senior volunteers, hospital leadership and Foundation colleagues.
- Coordinate training sessions and workshops for staff.
- Create and assist in the creation of documents, including agendas, policies, and procedures as well as data queries and exports.
- Assist in planning and executing two annual staff appreciation events and support the social committee in organizing team-building activities.
- Coordinate internal and external meetings, managing logistics and preparing or gathering meeting materials.
- Provide logistical support for meetings, including booking rooms, setting up technology, collecting presentations, and coordinating catering as needed.
- Prepare payment requisitions.

- Coordinate the ordering of office supplies in collaboration with the Front Office and Tributes Administrator.
- Manage ad hoc requests and projects as needed.

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree in business administration or a related field
- Minimum of two years' experience in administrative roles
- Knowledge of Microsoft Word, Excel, and PowerPoint
- Ability to work in both French and English (oral and written)
- Ability to take initiative and embrace challenges
- Excellent organizational skills and ability to multitask
- Strong communication and interpersonal skills
- Strong commitment to maintaining confidentiality and handling sensitive information with discretion.

KEY INFORMATION

- Salary range: \$53,000-72,000
- Regular full-time position (35 hours / week)
- Competitive benefits package, including group retirement plan with employer match
- Hybrid work environment
- To find out more about how the JGH Foundation is making more tomorrows, read our latest Annual Report.

DIVERSITY, EQUITY, INCLUSION AND BELONGING STATEMENT

The JGH Foundation is a proud equal-opportunity employer and we are committed to creating an inclusive workplace that allows all of our people to reach their full potential. A diverse team with a genuine passion for our cause is the key to our success and we believe in bringing your whole self to work. We welcome all qualified candidates to apply. However, only those applicants selected for an interview will be contacted.

