

**Job posting**  
**Administrative Coordinator**

**Job type:** Full-time, 35 hours/week (5 days/week)

**Location:** Montreal - hybrid

**Salary:** \$45,000 - \$60,000

**Duration:** Permanent contract with start date of **April 7, 2026**

**Bilingualism:** French and English, Spanish an asset

**Summary of duties:**

Under the supervision of the Executive Director, the Administrative Coordinator manages HI Canada's internal operations. This cross-functional role supports the Executive Director and is responsible for coordinating the organization's administrative, financial, logistical, and HR activities. This role is important for establishing and maintaining relationships with suppliers, partners, and donors. The position requires strong organizational and multisectoral coordination skills, as well as an excellent sense of prioritization within a humanitarian organization and a dynamic team.

**Main responsibilities:**

**1. Assistant to the Executive Director**

- Organize internal and external meetings: logistics, agenda, documentation, minutes.
- Participate in annual planning, the organization of strategic events, and special projects.
- Prepare, proofread, and format various documents (presentations, reports, correspondence).
- Follow up on management decisions, deadlines, deliverables, and priorities.

**2. Support governance and the Board of Directors**

- Plan board of directors, committee, and annual general meeting meetings.
- Prepare notices of meetings, agendas, board files, and required strategic documents.
- Follow up on board decisions and deadlines and update the director registry, governance calendars, and organizational policies.

**3. Administration and finance**

- Contribute to budget monitoring, including operating budget management.
- Collaborate with accounting, manage service providers (contracts, payments, invoices), and coordinate with banking institutions (bank reconciliations).
- Support for audits, calls for tenders, and regulatory compliance.
- Coordination of IT service providers, management of equipment and user accounts.

**3. Human resources and payroll**

- Recruitment support (posting, emails, logistics)
- Coordinating the integration of new employees and administrative follow-up
- Management of payroll service providers (leave, benefits, and tax returns)
- Preparation of contracts, background checks, and enforcement of HR policies

**Required profile:**

**Education:** Bachelor's degree or equivalent experience (administration, finance, communications, HR, payroll, logistics)

**Experience:** Administrative coordination, HR/finance management, fundraising, and event planning

**Technical skills:** Payroll, fluency in French and English (written/spoken), Office Suite (Word, Excel, PowerPoint), collaborative tools (OneDrive), CRM, and databases

**Assets:** Experience in the humanitarian, international cooperation, or philanthropic sector.

**TO APPLY**

All applications and requests for information will be treated with the strictest confidentiality. Please send your **resume and cover letter by March 8, 2026**, to the following email address: [jobs@canada.hi.org](mailto:jobs@canada.hi.org) .

We value diversity and encourage women, Indigenous peoples, visible minorities, ethnic minorities, and people with disabilities to apply.

We thank you for your interest in the position, but only those selected for an interview will be contacted.

**FOR MORE INFORMATION**

Humanity & Inclusion Canada: <https://hi-canada.org/>

Humanity & Inclusion (Federation): <https://hi.org/>