

Job Posting

Administrative Coordinator

Type of employment: Full-time 35h/week (5 days/week)

Location: Montreal – hybrid

Salary: \$45,000 – \$60,000

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

Bilingualism: French and English, Spanish an asset

Recruitment open to those who have a Canadian citizenship or permanent resident status.

Summary of functions

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

Main responsibilities

1. Assistant to the Executive Director

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

2. Support to governance and the Board of Directors

- Plan meetings of the Board of Directors, committees and the annual general assembly.
- Prepare notices of meeting, agendas, Board packages and required strategic documents.
- Ensure follow-up on Board decisions and deadlines and update the register of directors, governance calendars and organizational policies.

3. Administration and finance

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

4. Human resources and payroll

- Support recruitment (posting, emails, logistics).
- Coordinate onboarding of new employees and administrative follow-up.
- Manage service providers for payroll processing (leave, benefits and tax filings).
- Prepare contracts, background checks and application of HR policies.

Desired profile

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

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

Technical skills: Payroll, proficiency in French and English (written/oral), 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 résumé and a letter of interest by **March 13, 2026** to the following email address: jobs@canada.hi.org.

Considering diversity as a true asset, we invite women, Indigenous peoples, visible minorities, ethnic minorities and persons with disabilities to apply.

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

FOR MORE INFORMATION

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

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