Administrative Coordinator

About Dying With Dignity Canada

Dying With Dignity Canada (DWDC) is a $3M+ **national human-rights charity** committed to improving quality of dying, protecting end-of-life rights, and helping people across Canada avoid unwanted suffering. DWDC has four strategic priorities:

1. Nurture a more inclusive and diverse end-of-life rights movement: DWDC will seek out, listen to, and integrate more perspectives in the work that we do
2. Address barriers to accessing a good death: DWDC will lead national advocacy efforts to eliminate obstacles to end-of-life choice, including access to advance requests and end forced transfers
3. Deliver high quality, relevant programs and services: DWDC will provide information, education, and support to individuals, families, and clinicians across Canada
4. Ensure sustainability, resilience, and mission success: DWDC will invest in the growth and development of the organization and its people

DWDC is committed to promoting a culture of wellbeing for our team. We provide extensive benefits and support for all team members so you can focus on doing meaningful work.
Our perks include:

- Competitive salary
- Health benefits, including Employee Assistance Program and additional mental health supports
- Matching Group Retirement Savings Program
- Flexible work hours and hybrid work model
- Opportunities for professional development

For more information: www.dyingwithdignity.ca

Position Description

The Administrative Coordinator provides operational and administrative support across the organization. This position will have core responsibilities focused on responding to stakeholder inquiries, finance, recruitment activities, event and meeting coordination, with departmental responsibilities in database administration and record keeping. A team player, the Administrative Coordinator, will work well across departments and be able to manage competing priorities.

Reports to: Manager, People, Culture, and Operations
Direct reports: None
Salary Range: $50,000 - $56,000 annually

Key Deliverables and Responsibilities

- Act as the first point of contact, responding to and appropriately directing email and phone inquiries within 24 hours of receipt, with compassion, professionalism, and sensitivity
- Prepare biweekly accounts payable and expense claims, monthly visa reconciliation and petty cash requests, ensuring proper approvals and account coding
- Ensure all office services and equipment are functioning and available, and office and kitchen supplies are purchased and fully stocked; coordinate with vendors as needed
- Assist in recruitment, onboarding, and training activities to support a positive employee experience
- Handle sensitive and confidential information with a high degree of professionalism, discretion, and integrity
- Support the planning and execution of staff engagement initiatives including social activities, staff education, and team training initiatives
- Support the Manager, People, Culture, and Operations in drafting professional communications and documentation as required, including policies, procedures, manuals, and other documents
- Coordinate travel and guest arrangements, meetings and appointments, prepare agendas, and take minutes, as required
- Assist the senior team with special projects and ad-hoc assignments
- Provide cross-functional administrative support and back-up coverage for Program, Development, and Volunteer Engagement teams as required
- Support IT and information systems implementation, including updates, issue resolution, onboarding, and training
- Assist in data entry, clean-up, and report generation as assigned
- Undertake additional administrative tasks, special projects, and other responsibilities as assigned

This role is vacant.

Before reviewing the qualifications listed below, we understand that while you may not meet all the qualifications described, you may have other relevant expertise and experience. We invite you to share this with us in your cover letter or email.

Qualifications, Skills, and Experience

- Education in business administration, office administration, or a related field, including university degree, college diploma, and/or relevant skills and knowledge gained through practical experience and self-directed learning
- Demonstrated ability to handle confidential and sensitive information with discretion and professionalism
- Comfortable discussing and managing communications related to death, end-of-life issues, and mental illness with compassion, empathy and sensitivity
- Strong organizational skills, attention to detail, and ability to prioritize tasks and manage workload effectively while meeting deadlines
- Excellent written and verbal communication skills
- Proficient in Microsoft Office 365 applications including Outlook, Word, Excel, PowerPoint and Teams
- Experience with data and record management
- Experience with Salesforce, Raiser's Edge, and/or other CRM databases is considered an asset
- Passion for supporting the end-of-life rights of people across Canada, while considering cultural differences and diverse perspectives on end-of-life care
- Commitment to inclusivity, diversity, equity, and accessibility
- Ability to communicate in both official languages is an asset

Working Conditions

This is a full-time position (37.5 hours per week) and requires in-person work at our National Office, located in the Yonge and Davisville area. Currently, full-time staff are required in-office 2 days per week and can work remotely 3 days per week.

Equity Statement

Dying With Dignity Canada is an equal opportunity employer and adheres to fair employment practices. In accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005, accommodation will be provided in all parts of the hiring process, as required. Applicants are encouraged to make their needs for accommodation known as early as possible during the application process.

We encourage applications from Black people, Métis, Inuit and First Nations peoples, people of colour, people who identify as having a disability, 2SLGBTQ+ people and people from other equity-deserving groups that face systemic discrimination. DWDC is committed to an inclusive and diverse workplace, and a working environment free from all forms of discrimination, harassment, and violence.

Screening Requirements

The successful candidate will be required to complete the screening process including completion of appropriate background checks. This includes:

- **Reference checks** - We ask that you include the contact information of two references in your application.
- **Criminal and judicial matters check (CRJMC)** – We will ask the successful candidate to complete a CRJMC for the purposes of protecting our clients and organization.
- **Credit Check** – This is a soft credit check which does not impact your credit score and is only required for positions with access to sensitive financial information.

Application Instructions

Applications will be reviewed on a rolling basis until the position is filled, with an application deadline of November 6, 2026, at 5 pm. Please send your cover letter and resume to jobs@dyingwithdignity.ca with the subject line: **Application: Administrative Coordinator**. Dying With Dignity Canada thanks all applicants, though due to volume we will not be able to respond to all applications. Only candidates invited for interviews will be contacted. No phone calls, please.

Optional Demographic Survey

There will be an optional demographic survey link included in the email confirming we received your application. This data helps us understand if our applicants are broadly representative of the national population and can help us better plan outreach, equity, and inclusion efforts for underrepresented groups. This survey is completely anonymous; it will not be associated with a specific applicant and will not affect candidate selection.