



## Now Hiring: Administration Coordinator

**Location:** Windsor, ON

**Employment Type:** Contract; Full-Time, 12 months (potential to extend)

**Organization:** WindsorEssex Community Foundation (WECF)

**Application Deadline:** May 8, 2026 at 4:00 PM

**Salary:** \$55,000 per year plus benefits

Are you a detail-oriented administrator with a passion for community building and philanthropy? Do you thrive in a dynamic environment where you can make a meaningful impact every day?

The WindsorEssex Community Foundation is seeking a highly organized and proactive Administration Coordinator to support the day-to-day operations of our organization. This role is central to ensuring smooth internal processes, effective coordination across programs, and strong administrative support for the entire team.

The Administration Coordinator works closely with the Executive Director and supports all staff and initiatives. This is an ideal opportunity for someone who thrives in a dynamic environment, enjoys variety in their work, and is passionate about contributing to meaningful community impact.

## Why Join Us?

You'll play a key role in shaping the future of philanthropy in Windsor & Essex County, working alongside a dedicated team committed to making a lasting impact.

## About the Role

Reporting to the Executive Director or designate, the Administration Coordinator will:

### Administrative and Operational Support

- Oversee daily office operations, ensuring efficient systems and an organized work environment
- Maintain and update databases and filing systems with a high level of accuracy and confidentiality
- Prepare, edit, and format documents, reports, presentations, and correspondence
- Coordinate internal workflows, timelines, and documentation across team projects
- Support financial administration, including invoice tracking, expense reconciliation, and basic budget monitoring.

## **Program and Event Support**

- Provide administrative and logistical support for programs and initiatives
- Assist in planning and coordinating meetings, events, and community activities
- Support program tracking and evaluation through record-keeping and reporting

## **Communications and Coordination**

- Prepare and distribute internal and external communications materials
- Maintain and update the Foundation's website and digital platforms
- Support communications campaigns and outreach efforts
- Act as a first point of contact for general inquiries, ensuring timely responses

## **Organizational Systems and Processes**

- Prepare and distribute internal and external communications materials
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## **Qualifications & Skills**

- Post-secondary education in a relevant field with a minimum of 3 years' experience in an administrative, coordination, or office management role
- Strong organizational and time management skills, with exceptional attention to detail and accuracy
- Ability to manage multiple priorities, meet deadlines, and work independently
- Excellent written and verbal communication skills, with strong interpersonal and relationship-building abilities
- Experience supporting multiple stakeholders; nonprofit or philanthropic experience is an asset
- Excellent technical proficiency in Microsoft Office and experience with database/CRM systems
- Dexterity with tools such as WordPress, MailChimp, Canva, or Adobe Creative Suite is an asset
- Experience with financial administration or bookkeeping is preferred
- Comfortable learning new technologies and improving systems and processes

## **How to Apply**

Please submit your resume and a cover letter addressed to [info@wecf.ca](mailto:info@wecf.ca), addressed to Lisa Kolody, Executive Director, by no later than 4:00 PM on May 8, 2026. Only those selected for an interview will be contacted. We thank all applicants for their interest.

**The WindsorEssex Community Foundation is an equal opportunity employer.**

We welcome applications from all qualified individuals and strive to reflect the diversity of our community in our hiring practices.