



Position Title: Administrative Coordinator
Reports to: Associate Director, Development
Date: March 2010

Earth Rangers is a registered charity which educates children about the importance of biodiversity and inspires them to adopt more sustainable practices to protect endangered habitats and species.

Earth Ranger's operates in schools and communities across Ontario, and through a permanent studio at the Royal Ontario Museum. Our programs have been doubling in size every year, and in 2009, will expect to reach 350,000 children and their families.

Launched in May 2009, earthrangers.com is Canada's largest online community of environmentally minded children. With the help of environmentally themed information and downloadable eco-feat projects, children are able to interact with their friends and make a real difference. In 2010, Earth Rangers will launch the "Bring Back the Wild" program, an individual fundraising program in which children will raise money to protect endangered habitats across the country.

We operate from a 60,000 sq. ft. facility located in the Kortright Centre in Vaughan. Built to LEED gold standard, it is one of the most energy efficient buildings in Canada - achieving a 70% reduction in energy use over a conventional building. The facility is currently undergoing significant expansion to increase our capacity and move towards energy neutrality and a LEED platinum designation.

We are seeking an Administrative Coordinator to be responsible for the administrative support and operations for multiple departments and management heads.

Key Responsibilities:

- Schedule and set up meetings; create, prepare, and distribute meeting minutes and supporting documents
- Maintain files, office supplies and equipment maintenance
- Donation administration and stewardship
- Other duties and projects as assigned

Qualifications

- Passion for the environment
- 2-3 years experience in an administrative role, preferably within a non-profit environment
- Excellent verbal and written communication skills
- Knowledge of Windows-compatible applications required
- Strong time management, organization and planning skills
- Proven ability to multi-task and meet deadlines consistently
- Self-motivated and uses own initiative to drive progress towards goals
- Highly effective working independently and within a team

Interested applicants please forward your resume to hr@earthrangers.ca