

Position: Project Coordinator

Central Office Location: 5987 Bathurst St, Toronto, M2R 1Z3

Job Type: Full Time (40 hr/week)

Organization: Jewish Russian Community Centre of Ontario (JRCC)

The JRCC is looking for an energetic and organized individual to develop and prepare materials for JRCC projects as well as coordinate the JRCC Volunteers team for the execution of those projects. The role requires a strong sense of organization, punctuality and time management acumen.

Responsibilities:

Operational and administrative functions

- Develop flexible projects plans, checklists, and processes
- Set and maintain timelines and priorities for projects
- Seek, recruit and coordinate volunteers
- Develop and maintain full year volunteers schedules for deliveries
- Oversee and ensure smooth operation of the delivery, serve as the primary point of contact for all involved, monitor volunteers needs in all areas to ensure exceptional service
- Coordinate delivery locations, build routes for each volunteer
- Support execution of each delivery, confirm each delivery
- Develop and organize appreciation events for volunteers
- Receive feedback from each volunteer and update the system accordingly
- Organize and ensure proper work of all necessary equipment
- Develop on-the-spot contingency plans during unexpected conditions

Management

- Coordinate and collaborate with local branch management
- Collect data, monitor, analyze, and improve service according to project evaluation and market research
- Take an active part in organization-wide strategic meetings and planning
- Prepare reports and suggest improvements

Budget

- Ensure best deals and prices by suppliers, negotiating with suppliers
- Track expenses and monitor proper billing

Requirements:

- 3 years of experience in coordination – a must
- Fluency in English - a must
- Hebrew and Russian - an asset.
- Ability to meet deadlines
- Excellent ability for independent work, time management, and initiative
- Excellent organization, punctuality, attention to details, and patience
- Excellent computer orientation and knowledge: Outlook, Word, Excel, and databases

Please send your resume to: resume@jrcc.org

Only relevant candidates will be contacted. No phone calls please.