



Position: Coordinator

Reports to: Vice President/President

Term: Part-time Contract

Salary: To be discussed During Interview Process

Contact: Rosa Schirripa, Vice President, vice-president@radiomaria.ca

### **Job Summary**

Radio Maria Canada is looking for a self-starting Coordinator to oversee the daily operations while ensuring objectives are met, budgets are managed, and issues resolved. Must be a Roman Catholic and support the vision of Radio Maria Canada.

### **Key Responsibilities**

- Create, develop and implement office and human resources procedures
- Identify, recruit and assist in training staff alongside departments
- Identify, recruit and train volunteers
- Coordinate volunteers to support administration and fundraising initiatives
- Manage, recognize opportunity and train on the internal database
- Organize and oversee workload for volunteers
- Senior member of the Executive Committee – ensures Board objectives are met
- Ensure organizational effectiveness and maintain a cohesive office environment
- Oversee Finance, prepare and ensure budgets are met
- Conduct various committee meetings on a regular basis
- Work with all departments to ensure objectives and deadlines are met
- Resolve all conflicts and escalate when necessary

### **Qualifications & Skills**

- Proven multi-year experience in management, preferably in the non-profit sector
- Identify the needs of Radio Maria Canada and thereby establish the critical stages of the planned programs and procedures to be implemented
- Exceptional communication and interpersonal skills
- Excellent organizational and decision-making skills, ability to set priorities, work under pressure and maintain effective record-keeping systems
- Understanding of the Catholic Church, its tenets and culture

### **Specific Skills**

- Good knowledge of Microsoft programs
- Proficiency in English and knowledge of Italian verbal and written, some Spanish
- Flexible work schedule