

**Date:** April 20, 2026  
**Position:** Administrative Coordinator  
**Type:** June to August 2026 – Onsite  
**Hourly Rate:** \$17.60 Seasonal Employment

### **About Gilda's Club Simcoe Muskoka**

Gilda's Club Simcoe Muskoka is a non-profit cancer support community that provides free social and emotional support to individuals and families impacted by cancer. Rooted in compassion and connection, we offer programs, resources, and events that help people build community, find strength, and share hope during one of life's most challenging experiences.

### **Position Overview**

The Administrative Coordinator will provide support with events, community outreach, and administration. This role is ideal for a student interested in nonprofit management, communications, or business administration. The coordinator will play a key role in ensuring smooth operations during the summer months while helping expand the reach and impact of our programs.

### **Tasks and Responsibilities**

#### **Event Support:**

Assist with planning, organizing, and executing summer events and fundraising activities. Community Outreach: Help coordinate outreach initiatives, including preparing materials, engaging with community partners, and supporting awareness campaigns.

#### **Administrative Tasks:**

Provide general office support including but not limited to system updating, data storage, scheduling, and responding to general inquiries.

#### **Outreach/ Communications:**

Support social media updates, newsletters, and promotional materials to highlight summer programming and events.

#### **Volunteer Coordination:**

Assist with scheduling and communication for volunteers involved in summer activities. Member Services: welcoming visitors, answering general questions, and

provide information about programs and services.

**Reporting:**

Maintain accurate records of outreach activities, event participation, and administrative tasks.

**Qualifications**

Currently student enrolled in post-secondary studies (business administration, communications, nonprofit management, social sciences, or related field preferred).

Strong organizational and time-management skills.

Excellent communication and interpersonal abilities.

Proficiency with Microsoft Office (Word, Excel, Outlook) and comfort with social media platforms

Ability to work independently and collaboratively in a team environment.

Attention to detail and ability to manage multiple tasks simultaneously. Previous experience in administration, event planning, or community engagement is an asset.

**Position Details Term:**

Seasonal, Summer 2026 (June–August)

Hours: Full-time, 35 hours per week on site

**Why Join Us?**

This is an opportunity to gain valuable experience in nonprofit administration while making a meaningful impact in the community. As Administrative Coordinator, you'll support events, outreach, and operations that help ensure no one faces cancer alone.

## **Core Responsibilities**

### **Development and Implementation of Programs**

- Working with the Program Director for designing, planning, and implementing various programs such as movement, social, creative expression but not limited to the current programming.
- Research and development of innovative programs, educational workshops, counselling support groups

- Overseeing and facilitating and evaluating the social-based group, programs, workshops, and counselling.
- Compiling and reporting statistics that are reflective of the programming, workshops and counselling.
- Working with and managing contractors for various programs, workshops and counselling
- Contacting contractors in the event of weather closures and/or cancellations of programs, workshops, and counselling
- Ensure supplies are provided for programming, workshops and counselling if required.
- Team collaboration for the quarterly calendar program, workshops and counselling
- Setup and teardown for programming, workshops and counselling

### **Members**

- Supporting our members through their journey at Gilda's Club, responding to inquiries, check-ins with members,
- Overseeing weekly membership update emails
- Notification of program, workshops, group and/or individual cancellations
- Intake process for new members- customized Membership Plans

### **Documentation**

- Update database and revising members information.
- Maintain accurate clinical documentation in accordance with organizational and regulatory standards.
- Ensure compliance with privacy legislation, ethical guidelines.

### **Outreach**

- Actively participate in ongoing outreach to the community to bring awareness to and build supportive partnerships with Gilda's Club Simcoe Muskoka and its Program

### **Students**

- Assisting team with supervision of students
- Training of students to facilitate programs, workshops and counselling
- Mentorship of students

### **Qualifications**

- Master of Social Work (MSW) required.
- Preference given to MACP RP Qualified
- Registration in good standing with the Ontario College of Social Workers and Social Service Workers (OCSWSSW).
- Registration in good standing with the Ontario Psychological Association
- Minimum 3 years of clinical experience (psychosocial oncology, mental health, or related field preferred).

- Experience facilitating support groups and psychoeducational workshops.
- Experience in a nonprofit or community-based environment is an asset.

**Application Process:** Interested candidates are invited to submit their resume and cover letter to [hr@gildasclubsimcoemuskoa.org](mailto:hr@gildasclubsimcoemuskoa.org) with the subject line – Program Facilitator. Rolling interviews will take place as qualified candidates are identified. Expected start date would be March 16, 2026.

**Personalized Review Process:** We are a human-centric organization that values personal connection and thoughtful engagement therefore applications are reviewed by our team, not by AI.

The statements provided aim to outline the overall nature and level of work associated with this position. They should not be interpreted as a comprehensive list of all responsibilities, tasks, and skills necessary for the role. Employees may occasionally be required to undertake duties beyond their usual responsibilities as needed.

We are proud to be an equal opportunity employer and welcome applications from individuals of diverse backgrounds. Accommodations are available upon