

Role: Executive Coordinator- Office of the CEO
Revised: February 2026
Salary Range: \$65000-\$75000

Reports to: Chief Executive Officer
Weekly Hours: 37.5 Hours per week

Executive Coordinator- Office of the CEO

Reporting directly to the Chief Executive Officer (CEO), this position provides confidential, high-level administrative coordination to both the CEO and the Board of Directors.

Key responsibilities include managing complex calendars and workflows, accurately compiling, transcribing, and word-processing correspondence, drafting documents and proposals, supporting project management activities, preparing spreadsheets, coordinating policy and procedure administration, as well as developing and distributing meeting packages and presentations. The role also involves assisting with basic social media tasks. To support the CEO and the Board, duties include scheduling appointments and meetings, taking minutes, receiving and distributing reports and information, all handled with confidentiality and sensitivity. Collaboration with the CEO, Board of Directors, and Shalom Village leadership is essential.

Additional tasks involve providing administrative coordination, preparing for various committee meetings, board reports, and minute-taking. The incumbent will manage confidential and sensitive materials, assemble meeting packages for committees and the Board, and help achieve strategic objectives. Success in this role depends on exceptional communication skills, professionalism, task prioritisation, dedication, sensitivity, and initiative. Ultimately, this role helps maintain a safe and caring environment for residents, staff, stakeholders, and visitors while delivering executive-level support to the CEO to fulfil the organisation's vision, mission, and values.

This is a fast-paced environment that offers opportunity for development. The incumbent will work closely with the CEO to advance the organisation's strategic priorities and support day-to-day operations.

Key responsibilities include, but are not limited to:

Responsibilities:

- Complex calendar management and workflow activities, accurately compiling, transcribing and word-processing of correspondence, drafting documents and proposals, preparing spreadsheets, meeting packages and presentations.
- Provide administrative support and expertise to the Board of Directors as needed.
- Functions to support the CEO will include scheduling appointments, meetings, minute taking, receiving reports and information and disseminating and distributing them.
- The role will require providing administrative support and preparations for various committee meetings, board reports, meeting minutes and agendas.
- Handle confidential information with tact, courtesy and respect acting as an extension of the CEO at all times.
- Respond and relate to external partners and donors in a professional, respectful and confidential manner.
- Overseeing incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Filing important documents, such as reports, meeting notes, emails, and letters
- Keeping the CEO's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and customers

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca

- Conducting research and creating reports on various topics based on the needs of the executive.
- Coordinating the process for updating administrative policies and procedures under the direction of the CEO.
- Supporting the planning and organizing events, meetings and presentations.
- Keeping important information and documents organized physically, electronically and with utmost sensitivity.
- Supporting basic social media engagement at the direction of the CEO.
- Maintaining a high degree of discretion and confidentiality

The successful applicant will possess the following qualifications:

- Eight years or more of experience supporting C-Suite and/or Executive Teams/ Board of Directors, OR a combination of academic and practical experience: Undergraduate 3-year University Degree or a Community College Secretarial Diploma preferred.
- 3-5 years of administrative experience, preferably in a healthcare or not for profit organization supporting an executive office
- Excellent written and verbal communication skills with the ability to foster respectful and effective working relationships with board committee members, leadership and frontline team members and senior external stakeholders, donors, residents and families
- Understands the critical role of executive administration in running a high-performance team and wants to make a significant impact in this function
- Accountable and responsible; is self-directed, able to see tasks through to completion and takes ownership of outcomes
- Proven accuracy and attention to detail
- Ability to use tact, discretion and maintain information in the strictest confidence
- Flexible in responding to both in the moment and critical experiences requiring leadership
- Exemplary skills in documentation of meeting minutes/proceedings
- Excellent calendar management skills, including the co-ordination of complex executive meetings
- Exemplary planning, time management and organizational skills with a demonstrated ability to set priorities for self and in support of the operations of an executive office
- Excellent knowledge and proficiency with Microsoft Suite (including Word, Excel, Outlook, Microsoft Teams and PowerPoint)
- Possesses an efficient and flexible approach; prioritizes workload to meet targets with the ability to manage and adapt to changing priorities in a fast-paced environment
- This position requires some scheduling flexibility, some evenings and weekends may be required from time to time
- Project management/coordination experience is preferred.
- Other duties as assigned

*****Although we value candidates who possess the full range of qualifications listed, we encourage individuals who believe they meet most of the criteria to apply. We recognize that diverse experiences and perspectives enrich our team and contribute to our collective success.*****

Positions that are posted on any of the online job sites, such as Indeed, LinkedIn, etc. Parts of our hiring process use AI to summarize candidate information and improve efficiency. Based on those results, applicants will be manually reviewed by the HR and/or the hiring manager. A human reviews all applications and makes final decisions.

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca

***Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*

ABOUT SHALOM VILLAGE:

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

****Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths and cultures.**

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca