



Employment Opportunity  
**Admin & Events Coordinator**  
Full-Time Position

**Location:** Toronto, ON

**Closing date:** The deadline for applications is May 15, 2024.

**About the position:**

The *Admin & Events Coordinator* is responsible for providing support to the organization's day-to-day operations and educational projects. The successful candidate will report to the Executive Director.

**About us:**

Toronto Right to Life is a human rights charity that aims to make abortion and assisted suicide unthinkable in one of the largest and most influential cities in Canada. We inform the public on these issues through the strategic use of scientific and logical evidence, as well as empower pro-lifers with the skills and knowledge to make a difference in their communities.

**Core responsibilities:**

- **Administration:** Work with the team to complete general administrative tasks, such as:
  - Responding to phone and email inquiries
  - Updating and maintaining records and procedures
  - Preparing reports
  - Day-to-day office upkeep, such as maintaining equipment, supplies, and organization
- **Events and Outreach:** Assist in the planning and execution of TRTL's educational projects, such as presentations, conferences, outreach and other special events, including:
  - Promotion via social media, email, and direct mail campaigns

- Assisting with setup, co-ordination, and takedown
- Occasional evening/weekend work
- **Fundraising:** Support the operation of fundraising projects, including:
  - Donation processing and donor stewardship
  - Database upkeep and maintenance
  - Providing assistance with fundraising initiatives
- **Communications:** Collaborate in the management of communication channels, including:
  - Creating and managing social media posts
  - Drafting and distributing weekly e-newsletters
  - Assisting in the execution of direct mail newsletters/campaigns

### **Qualifications and skills:**

- Some involvement in the pro-life movement or related activities, as well as a good understanding of the pro-life perspective
- Strong, clear communication abilities
- Post-secondary degree or equivalent is preferred
- Ability to work independently and as part of a team
- Experience with database software, Wiki markup, and HTML / CSS is beneficial
- Public speaking and graphic design skills are assets

### **Experience:**

We recognize a wide variety of experience for this position, both paid and unpaid. If this is something that you are interested in, but feel you may not meet all the requirements, we highly encourage you to apply!

**Salary:** \$16.55/hr, up to 35 hours / week

Please submit a resume and cover letter to [michelle.chin@trtl.ca](mailto:michelle.chin@trtl.ca)

We thank all applicants for their interest,  
however only those candidates selected for interviews will be contacted.