



Employment Opportunity
Administration Coordinator
Full- or Part-Time Position

Location: Toronto, ON

Closing date: The deadline for applications is November 30th, 2025 or until the position has been filled.

About the position:

The Administration Coordinator plays a key role in ensuring the smooth operation of our organization by providing administrative, clerical, and logistical support to staff and leadership. This position supports day-to-day office functions, helps maintain organized systems and documentation, and assists in coordinating meetings, events, and outreach initiatives. The ideal candidate is detail-oriented, proactive, and values working for a meaningful cause in a small, mission-driven team environment.

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:

- Provide administrative and clerical support to staff and leadership.
- Maintain organized records, documents, and office systems.
- Coordinate logistics for meetings, events, and outreach activities.
- Support the planning and execution of TRTL's educational and outreach initiatives.

- Assist with general office operations, communications, and correspondence.
- Support fundraising and donor stewardship activities.
- Contribute to the management of communication channels, including email and social media.
- Liaise with members, service providers, and community partners as needed.
- Assist with HR, finance, and operational tasks, as assigned.
- Uphold confidentiality and organizational policies in all activities.
- Be available for occasional evening and weekend work to support events or outreach activities.

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: \$17.60/hr, up to 35 hours / week

Please submit a resume and cover letter to josh.macmillan@trtl.ca

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