



<https://queertamilcollective.com/career/administrative-coordinator-contract/>

## Administrative Coordinator (Contract) – Closed

### Description

The Administrative Coordinator is responsible for planning, coordinating, and supporting community events, partnerships, and administrative functions across the year. This role requires strong organizational skills, clear communication, and experience working with artists, facilitators, volunteers, and community partners. Workload fluctuates seasonally, with higher hours during event months.

### Responsibilities

#### Event Planning & Coordination

- Plan and support annual events including:
  - Tamil Heritage Month activities (January)
  - Pride-related events (June)
  - Queer Kurumbu fundraising event (Spring)
  - Community workshops (e.g., anti-caste, gender-affirming care) and arts-based programs (e.g., exhibit, screening, poetry night)
- Coordinate logistics such as:
  - Space bookings
  - Artist and facilitator contracts
  - Food, supplies, decorations, and event setup
  - Volunteer coordination during events

#### Administration & Communications

- Manage shared email inbox
- Send event announcements, invitations, and follow-ups
- Maintain basic event documentation and contracts
- Support AGM communications and member outreach
- Assist with year-end financial preparation and audit coordination

#### Partnerships & Outreach

- Liaise with community partners, artists, facilitators, and venues
- Support partnership agreements and event-related contracts
- Organize outreach booths at community or university events

#### Social Media & Reporting

- Support event-based promotion on social media platforms
- Coordinate posters and outreach materials
- Support grant writing and reporting activities as required
- Attend select Board or committee meetings

### Skills

### Date posted

January 16, 2026

### Hiring organization

QTC

### Job Location

Hybrid (remote with in-person events in the GTA)

### Base Salary

\$ 22.50

### Working Hours

12 hours per month

- Experience coordinating events or community programs
- Strong organizational and time-management skills
- Clear communication skills in Tamil and English
- Experience working with contracts, bookings, or vendors
- Comfort working independently with minimal supervision
- Experience working with community-based, arts, or equity-focused initiatives is an asset

**Employment Type**

Contractor

**Contacts****Resources for Preparation**

STAR

method: <https://www.algonquincollege.com/coop-career-centre/2017/07/20/star-using-star-method-awesome-job-interviews/>