

# Administrative Coordinator

**Organization:** Culture Matters Foundation (CMF)  
**Location:** Hamilton, Ontario (Hybrid/In-Person/Remote)  
**Position Type:** Canada Summer Jobs (Temporary Full-Time)  
**Hours:** 30 hours per week  
**Term:** June 22, 2026 to August 21, 2026 (9 weeks)  
**Compensation:** \$17.60 per hour  
**Reports To:** Executive Director

## About Culture Matters Foundation

Culture Matters Foundation (CMF) is a Hamilton-based nonprofit organization that celebrates, preserves and amplifies the voices, stories, and creative contributions of Afro-Caribbean and Black (ACB) communities in the greater Hamilton region. Our aim is to create equitable access to the arts and promote ACB culture. We create opportunities for youth and families to connect with culture, build confidence, and access enriching experiences that foster belonging and personal growth.

## Position Summary

Culture Matters Foundation is seeking a highly organized, detail-oriented, and motivated Administrative Services Coordinator to support the day-to-day operations of the organization. This position offers hands-on experience in non-profit administration, project coordination, community engagement, event planning, and organizational development.

The successful candidate will play a key role in supporting administrative systems, coordinating organizational activities, maintaining records, and assisting with the planning and delivery of programs and events.

## Key Responsibilities

The successful candidate will:

- Provide administrative support to the Executive Director and Board of Directors.
- Assist with scheduling meetings, preparing agendas, and taking meeting minutes.
- Maintain electronic filing systems and organizational records.
- Support data entry, document management, and record keeping.
- Assist with the coordination of programs, events, and community initiatives.
- Supporting volunteer management for events such as CMF Stage Pass, Good Hair, and future cultural programs.
- Drafting emails and preparing organization newsletter.
- Track project deadlines and support project implementation activities.

- Assist with volunteer recruitment, onboarding, and scheduling.
- Respond to general inquiries from community members, partners, and stakeholders.
- Prepare correspondence, reports, forms, and organizational documents.
- Assist with maintaining inventories, supplies, and organizational assets.
- Perform other administrative and operational duties as assigned.
- Assist with scheduling and post social media content across said social media platforms.
- Assist with other administrative and operational tasks as required.

## Qualifications

The ideal candidate will possess:

- Strong verbal and written communication skills.
- Excellent organizational and time management skills and the ability to meet deadlines.
- Ability to work independently and collaboratively within a team.
- Ability to manage multiple priorities and deadlines.
- Professionalism, discretion, and sound judgment.
- Strong attention to detail and accuracy.
- Interest in arts, culture, youth engagement, and community development.
- Proficiency with Google Workspace, Microsoft Office, Canva.
- Interest in community development, arts and culture, youth engagement, or nonprofit work.
- Professionalism, reliability, and attention to detail.

## Preferred Technical Skills

Experience with the following tools is considered an asset:

- Google Workspace (Docs, Sheets, Drive)
- Microsoft Office Suite
- Eventbrite
- ClickUp, Trello, or other project management platforms
- Meta Business Suite, Instagram, Facebook, TikTok, LinkedIn
- WordPress
- Klaviyo
- Canva, CapCut, Adobe Express, or similar video editing software
- File management and cloud storage systems

## Preferred Assets

- Experience volunteering or working in community organizations.
- Social media, marketing, or content creation experience.
- Knowledge of Black, African, and Caribbean cultures and communities.

## Eligibility Requirements

This position is funded through the Canada Summer Jobs program. To be eligible, applicants must:

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act.
- Be legally entitled to work in Canada.
- International students are not eligible for this role.

## What You Will Gain

- Hands-on experience in the nonprofit administration and operations.
- Professional mentorship and skills development.
- Experience supporting community-based programs and events.
- Opportunities to build leadership, communication, and project management skills.
- Meaningful work that contributes to positive community impact.

## How to Apply

Please submit the following:

- Resume
- Cover Letter (optional but encouraged)

Applications should be sent to: [hello@culturemattersfoundation.org](mailto:hello@culturemattersfoundation.org)

**Application Deadline:** Jun 12, 2026

Culture Matters Foundation is committed to fostering an inclusive and welcoming environment. We encourage applications from individuals of diverse backgrounds and lived experiences.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.