



Centre Coordinator (Oakville)

If you are looking for a rewarding experience helping people who are living with cancer, this might be the role for you. Wellspring Cancer Support Foundation is seeking a Centre Coordinator to become a vital part of our dynamic team at 2545 Sixth Line in Oakville. This is a full-time position with benefits, located on site in Oakville.

Required knowledge, skills, and abilities

- Excellent verbal, written, and interpersonal communication skills
- Experience in office management and/or facility management
- Highly organized, with very good problem-solving skills and attention to detail
- Understanding of the impact of cancer on individuals and families
- High degree of proficiency in MS Word, Excel, and Outlook
- Ability and desire to work in a fast-paced environment
- Fluency in English
- Experience supervising volunteers is an asset

Key Areas of Responsibility

1. Coordination of day-to-day activities within the centre including room scheduling, administration, facility needs, and some reception
2. Coordination, engagement, and support of individuals and families living with cancer
3. Recruitment, scheduling, supervision, recognition, and support of volunteer resources
4. Community relations and coordination of collaborative outreach initiatives designed to increase the number of participants at the centre
5. Collection and monitoring of data
6. Participation in, and support of, Wellspring's culture of philanthropy

If you have the above qualifications and would like to support Wellspring's mission of helping individuals and families living with cancer, please apply to Eva Thurlow with cover letter and résumé at humanresources@wellspring.ca. No phone calls please.

Wellspring promotes diversity and adheres to the tenets of the Ontario Human Rights Code. We encourage applications from gender diverse people of all races, ethnic origins, religions, abilities, and sexual orientations. Wellspring provides accommodation during all parts of the hiring process, upon

request, to applicants with disabilities. If contacted for an interview, please advise us if you require any accommodation.

We thank all applicants in advance for their interest in this position and Wellspring Cancer Support Foundation; however, only candidates selected for an interview will be contacted.

Wellspring is a network of community-based support centres offering programs and services that meet the emotional, practical, and physical/functional needs of people living with cancer and those who care for them. For more information, visit www.wellspring.ca.