

The Roundtable - a Canadian leader in leadership development - is growing and looking to add a full time Coordinator, Programs and Administration to our team.

You're super organized, a great problem solver, and love managing the details. You always strive to anticipate needs and are exceptional at following through. You're relentless when it comes to customer satisfaction. You thrive in fast-paced environments and are great making sense out of chaos. You have at least 2-3 years of program management and administration experience gained in a learning, leadership, human resources, or consulting environment. You have exceptional written and verbal skills. You're productive working independently but love collaborating with a team...reflected by your willingness to jump in and help at any time!

You're looking for an opportunity to make an impact, continue learning, and would be excited to contribute to the next phase of growth in a dynamic learning development firm. The values that we live by are: **Dream Big. Get Shit Done. Make an Impact. Have Fun.** If those excite you read on!

Reporting to the President, and Head of Programming, you would be:

- Responsible for administrative support including
 - Supporting our Founder & President in keeping her organized and ahead of the tsunami of to-do lists
 - Monitoring and reconciling expenses, project budgets, issuing client invoices and tracking against AR reports, etc.
 - Database management/maintaining accurate client records (experience with a CRM platform would be an asset)
 - Calendaring social media posts
- Responsible for program coordination including
 - Ensuring excellent support to the delivery of our client projects from confirmation to final evaluation
 - Responding to client needs quickly, efficiently and with a smile
 - Keeping our facilitation team happy by getting them what they need, when they need it
 - Making sure our program materials (online and in print) are error free and on time; setting up/launching/processing of online assessments; etc.
- Working with a variety of technology platforms including Microsoft office, G Suite, Quickbooks, Copper, Eventbrite, MailChimp, Survey Monkey and UpCoach
- Recommending ways to bring structure and process to our high performing team to improve our efficiency and effectiveness
- Plus every other thing we may be able to throw your way that lines up with your talents.

We offer:

- a fast-paced, always innovating work environment
- the opportunity for you to build your own processes and tools
- a relaxed office environment that doesn't watch the clock...just deliver results
- ongoing professional development and career support

- great colleagues and the opportunity to make a huge difference in the lives of Canadian leaders
- a benefits program

TO APPLY:

Please include a cover letter indicating your interest. Please include your answers to the following in your cover letter or (BONUS POINTS) by video and submit along with your resume:

- This opportunity caught my eye because...
- I'd be great in this role because...
- My favourite leadership book of all time is...
- What I would bring to the Roundtable is...

Submit your application to careers@goroundtable.com.

About The Roundtable

We are on a mission to create better workplaces by helping leaders navigate change, disruption and growth. Our programs win awards. Our clients rave about their experiences with us. And our team loves our work. Visit our website to learn more.

www.goroundtable.com

Our organization believes in diversity and equity. We put muscle behind our values when it comes to building an inclusive community for staff and clients. We are an LGBTQIA-affirming, interfaith-oriented organization that is committed to social justice – including women's rights, civil rights, disability rights, immigrant rights, and environmental justice. We believe Black Lives Matter. We encourage candidates to apply who share these commitments and who have a demonstrated capacity for creating inclusive organizations and working effectively across differences to support the success of an increasingly diverse clientele. In other words, we don't work with racist, homophobic, transphobic, misogynistic jerks.

If this role, our values, and our organization sound like something you can relate to we look forward to hearing from you and seeing what phenomenal skills you'll bring to The Roundtable!