



Position: Executive Operations Coordinator

Position Summary:

The Executive Operations Coordinator provides confidential, organized, and responsive administrative support to the Executive Director and contributes to the effective administration of Humane Society London & Middlesex.

The position supports several important organizational functions, including recruitment and onboarding administration, payroll and financial processes, records and filing systems, Board of Directors administration, meeting coordination, and general executive support.

The Executive Operations Coordinator works closely with the Executive Director, members of the leadership team, staff, Board members, candidates, vendors, and other internal and external contacts. This position requires sound judgement, discretion, accuracy, initiative, and the ability to manage multiple priorities in a busy and evolving environment.

Reports to: Executive Director

Key Responsibilities

Executive and Organizational Administration

- Provide confidential administrative support to the Executive Director, including calendar management, meeting coordination, correspondence, reports, presentations, and other materials.
- Track organizational priorities, deadlines, commitments, and follow up items.
- Coordinate administrative inquiries, maintain organizational records and resources, and support special projects led by the Executive Director.
- Identify opportunities to improve administrative systems, processes, documentation, and organizational efficiency.
- Handle confidential and sensitive information with professionalism and discretion.

Human Resources Administration

- Coordinate recruitment administration, including job postings, application management, interview scheduling, candidate communication, interview materials, and reference check documentation.
- Prepare employment documentation and coordinate onboarding and offboarding requirements, including forms, policies, payroll information, system access, orientation, organizational property, and employee files.
- Maintain confidential employee records and track required documentation, training, policy acknowledgements, performance reviews, and other employment related deadlines.
- Support updates to job descriptions, organizational charts, policies, procedures, forms, and internal resources.
- Respond to routine administrative questions and refer matters requiring advice or decision making to the appropriate leader.

Finance Administration

- Support payroll administration by collecting, reviewing, and organizing approved timesheets, payroll changes, employee information, and supporting documentation.
- Support accounts payable and receivable processes, including invoices, approvals, payments, deposits, reconciliations, data entry, and record maintenance.

- Follow up with employees, vendors, and other contacts to obtain required financial information and supporting documentation.
- Maintain organized financial records to support reporting, audit, and regulatory requirements.
- Assist the Executive Director with financial administration, reporting preparation, and special projects while following established controls and approval processes.

Board of Directors and Governance Administration

- Coordinate Board and committee meetings, including scheduling, invitations, agendas, Board packages, meeting logistics, and required materials.
- Attend meetings as required to provide administrative support and prepare draft minutes, resolutions, action lists, and other records.
- Maintain accurate Board and committee records, including policies, terms of reference, attendance, annual declarations, member terms, and committee assignments.
- Track decisions, action items, governance deadlines, policy reviews, and annual requirements.
- Support Board recruitment, orientation, onboarding, annual documentation, the Annual General Meeting, and other meetings of members.
- Maintain the confidentiality of Board discussions, records, and materials.

Records and Information Management

- Develop and maintain consistent electronic and physical filing systems, including document naming, version control, retention, archiving, and secure access practices.
- Maintain current versions of organizational policies, procedures, agreements, forms, templates, and governance documents.
- Review records for duplication, missing information, outdated documents, and opportunities to improve organization and accessibility.
- Support departments in applying consistent records management practices.

Organizational Support

- Work collaboratively with staff, Board members, and volunteers to support organizational priorities and administrative needs.
- Provide occasional support for reception, telephone inquiries, mail, deliveries, meetings, events, and general office functions.
- Participate in staff meetings, training, organizational activities, and other initiatives as required.
- Demonstrate flexibility in responding to emerging priorities and represent HSLM in a professional, respectful, and mission aligned manner.

Qualifications

- Post secondary education in office administration, business administration, human resources, finance, nonprofit administration, or a related field, or an equivalent combination of education and experience.
- A minimum of three years of relevant administrative experience, preferably supporting a senior leader, leadership team, or Board of Directors.
- Experience supporting recruitment, onboarding, employee documentation, payroll, accounts payable, accounts receivable, or other administrative and financial processes.
- Strong proficiency with Microsoft Office Suite and Google Workspace, with experience using payroll, accounting, human resources, or document management systems considered an asset.
- Excellent organizational, time management, communication, and administrative skills, with strong attention to detail and the ability to manage multiple priorities.
- Demonstrated professionalism, sound judgement, discretion, and the ability to maintain confidentiality.
- Self motivated and able to work independently, take initiative, anticipate needs, and adapt to changing priorities.

- Strong interpersonal skills and the ability to work effectively with employees, Board members, candidates, vendors, volunteers, and community contacts.
- Knowledge of the charitable or nonprofit sector, Ontario employment standards, privacy requirements, or nonprofit governance practices is considered an asset.
- Commitment to animal welfare and alignment with HSLM's mission and values.

Working Conditions

- The majority of work takes place in an administrative office within an animal shelter environment. This means that there may be a variety of sights, sounds, and smells associated with animal care.
- Employees may be exposed to zoonotic diseases, cleaning chemicals, and other substances used in shelter operations.
- The role may involve working in proximity to animals who may be fearful, stressed, or unpredictable.
- The work environment may include high noise levels, wet or slippery surfaces, and strong or unpleasant odours.
- There is a potential risk of animal bites, scratches, and other injuries related to animal handling and shelter activities.

The responsibilities outlined above are intended to describe the general scope of the role and may evolve over time based on organizational needs.

Why Join HSLM

At HSLM, caring for animals is more than a job. It is a shared passion and a commitment to the communities we serve.

Our dedicated, professional, diverse, and innovative team works collaboratively to support thousands of animals each year. Team members are expected to uphold high standards, contribute to a positive workplace, and work together to achieve the best possible outcomes for animals and our community.

Position: Regular full time

Salary: \$55,000 to \$70,000 annually, based on qualifications and experience

Benefits: Health and dental benefits and participation in HSLM's Group RRSP

How to Apply

Please email your resume and cover letter to **administration@hslm.ca** by **Wednesday, August 12, 2026**. Applications will be reviewed as they are received.

Humane Society London & Middlesex is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates.

HSLM is committed to inclusive and barrier free recruitment, selection, and employment practices. Candidates who require accommodation during the recruitment process are encouraged to let us know. Information related to accommodation will be treated confidentially.

We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

No drop ins or phone calls, please.

