



## *Position Posting*

# ~ Coordinator – Client Services, Finance and Administration ~

**Location:** Quebec Branch (Montreal, Quebec)

**The Organization:** The Kidney Foundation of Canada is the leading charity committed to eliminating the burden of kidney disease through:

- Funding and stimulating innovative research for prevention, better treatments, and a cure.
- Providing education and support to prevent kidney disease in those at risk and empower those with kidney disease to optimize their health status.
- Advocating for improved access to high quality healthcare.
- Increasing public awareness and commitment to advancing kidney health and organ donation.

For almost 60 years, The Kidney Foundation has been a collaborative, innovative and focused leader in the development of programs, services, research opportunities and awareness campaigns that have had a positive impact on the millions of Canadians living with, or at risk of developing kidney disease.

**Job Summary:** Reporting to the Director – Engagement and Community Relations, you will be called on to:

- manage client (donor) requests and optimize the operations of the Kidney Car Program in collaboration with our partner;
- coordinate the financial management activities of the Quebec Branch while keeping to the established calendar (receive donations, pay invoices, carry out year-end procedures, produce reports, follow up on leases and contracts);
- help manage the Quebec Branch staff (update employee files, plan mobilization activities);
- provide administrative support to the management team, the Quebec Branch Board of Directors and its committees (meetings, agendas, writing, correspondence, event planning).

**Position Status:** Regular full time, 35 hours per week

**Required Skills:**

- College diploma (DEC) in administration or other relevant training
- 5 years experience in a similar position
- Mastery of the Microsoft Office suite
- Bilingual English-French (spoken and written)
- Initiative, autonomy and team spirit



## ***Position Posting***

- Excellent planning and organizational skills
- Attention to detail

### **Apply to:**

[recruiting@kidney.ca](mailto:recruiting@kidney.ca) with “Coordinator – Client Services” in the subject line. Only applications sent by email will be accepted. Please include with your CV a letter explaining why you are applying for this position.

***The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

*We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.*