



Administrative Coordinator

Location – Calgary, Alberta

Working normally from the office, with flexibility to work outside of the office when necessary. Some flexibility, especially during event days outside of main work hours will be required.

Position status

This is a defined term position (35 hours per week; 9:00 am to 5:00 pm, hours may vary, with 1 hour for lunch) in support of event coordination and administration support. The position will run from May 6 through August 29, 2026, with a possibility of extension. This position is partially funded through the **Canada Summer Jobs program**; therefore, the minimum age is 15 and the maximum age for this position is 30, based on grant requirements.

Salary

\$18.00 per hour

Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support. You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

What do we offer?

- Vacation will be provided at the rate of 6% of earnings
- Health related leave is provided based on percentage of earnings
- Statutory holidays are provided as per Provincial Employment Legislation
- A culture that supports continuous learning and development

Job Overview:

The Administrative Coordinator will support and assist the Manger of Communications and Community Development and the Coordinator, Community Relations, with the organization and implementation of the annual Kidney March and Kidney Walk.

What You Will Be Doing:

- Assist in all general administrative support tasks for The Kidney Foundation and two key events, Kidney March and Kidney Walk, including the distribution of information and packages for prospective donors and participants.
- Perform participant and volunteer data entry into MS Excel, Highrise, and AKA Raisin Contact Relations Management (CRM) software as required.



- Respond to requests for information from current and prospective participants and donors by email, phone, and in person.
- Assist in coordinating event logistics
- Assist in preparation and acquisition of event materials and supplies
- General office administration support

Qualifications, Skills and Experience Needed:

- Relevant post-secondary education
- Proven ability to collaborate in a team environment.
- Strong communication skills (verbal and written)
- Excellent ability to learn new software program and previous experience with data base programs, Microsoft office 365
- Driver's license and access to a vehicle would be an asset but is not required
- This position may have some physical demands related to event preparation and packing.

How to apply?

Email your resume to: info.sab@kidney.ca

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. This position will remain open until a suitable candidate is found.

More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at kidney.ca

At The Kidney Foundation of Canada, we value diversity, which helps us to understand and meet the needs of the people we serve. We also recognize the important role it plays in fostering creativity and innovation.

The Kidney Foundation of Canada welcomes and encourages applications from people from all walks of life, including diverse gender identities, Indigenous Peoples, visible and ethnic minorities, and people with disabilities. Accommodation is available confidentially upon request for candidates taking part in all aspects of the selection process.