



# Administrative Coordinator

**Organization:** Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)

**Location:** Remote, Canada-wide (Québec-based preferred)

**Position Type:** Full-time (Monday to Friday, 9:00 AM to 5:00 PM)

**Compensation:** \$25/hour

## About Us

The **Association pour la santé environnementale du Québec – Environmental Health Association of Québec (ASEQ-EHAQ)** is a nonprofit organization dedicated to improving accessibility and inclusion for people living with Multiple Chemical Sensitivity (MCS). Through advocacy, education, and innovative projects, we work with communities, institutions, and government to remove barriers and promote healthier, safer environments.

As part of our new national project, ASEQ-EHAQ is seeking an **Administrative Coordinator** to provide day-to-day support to our remote team.

## Key Responsibilities

The Administrative Coordinator will play a central role in supporting project operations and ensuring smooth functioning of our fully online workplace. Responsibilities include:

- **Scheduling & Meetings**
  - Coordinate calendars, schedule meetings, and send reminders.
  - Prepare and circulate agendas, take minutes, and follow up on action items.

### ASEQ-EHAQ

Association pour la santé environnementale du Québec • Environmental Health Association of Québec

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- **Project Administration**
  - Maintain organized digital files and shared drives.
  - Assist with preparation and formatting of reports, presentations, and other documents.
  - Track deadlines and ensure timely submission of deliverables.
- **HR & Staff Support**
  - Support onboarding of new staff (contracts, orientation materials, access to online systems).
  - Maintain records of timesheets, vacation, and staff contracts.
- **Communications & Coordination**
  - Manage shared inboxes and respond to general inquiries.
  - Support communication between team members, partners, and stakeholders.
  - Help with logistics for webinars, workshops, and online events.
- **General Operations**
  - Manage organizational subscriptions (Zoom, project management tools, cloud storage).
  - Ensure compliance with accessibility requirements for online documents and resources.

## Qualifications

- Post-secondary education in administration, business, or a related field is an asset. Equivalent experience will also be considered.
- Minimum 2 years of experience in an **administrative or coordination role**, preferably in the nonprofit or community sector.
- Strong organizational and time-management skills, with the ability to juggle multiple tasks and meet deadlines.
- Excellent communication skills (written and verbal) in **English and French**;
- Proficiency with digital tools: Microsoft Office/Google Workspace, Zoom, cloud storage platforms, and project management software (e.g., ClickUp, Asana, Trello).
- Ability to work independently in a **secure online environment (not cafés, libraries, etc.)**.
- Detail-oriented, reliable, and proactive.

## Work Conditions

- **Remote position** – must have access to a stable internet connection and a computer.
- Full time (Monday - Friday, 9:00 AM - 5:00 PM EST). The ability to work beyond 5:00 PM on occasion may be required, with advance notice.

- While this is a remote position, applicants must reside in Canada and be legally eligible to work in the country.
- **Please note:** This position requires full engagement during work hours and compliance with the policies of the organization. Outside contracts or freelance work that interfere with job performance, productivity, or responsiveness are **not permitted**. Periodic performance reviews will ensure alignment with our mission, timelines, and expectations.

## How to Apply

Please send your **CV and a brief cover letter** to [emploi@ehac-asec.ca](mailto:emploi@ehac-asec.ca) with the subject line: *Administrative Coordinator Application – ASEQ-EHAQ*.

Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.

### Important Note:

We take the integrity of our recruitment process seriously. By applying for this position, candidates confirm that:

- All materials submitted are their own and accurately reflect their qualifications and experience
- Reference contacts and supporting documents are truthful and verifiable
- Any attempts to misrepresent identity, qualifications, or external endorsements (e.g., falsified reference letters or AI-generated documents) **will lead to immediate disqualification**