

Administrative Coordinator, Kingston Cohousing

Kingston Cohousing is a registered, Ontario not-for-profit organization, whose mission is to develop a multigenerational cohousing community in Kingston. This volunteer-run organization is seeking an independent contractor to provide administrative help on a flexible part-time basis.

<https://kingstoncohousing.ca>

Location: Remote (work from home). Applicants must be based in Canada with preference given to candidates based locally.

Reports to: Kingston Cohousing Leader and Directors

Expected start date: October, 2026; date to be determined

Remuneration: \$25.00 per hour

Core duties and Responsibilities:

Support the work of Kingston Cohousing:

- Maintain records and file storage, organize financial documents and liaise with bookkeeper to ensure that reporting obligations to funders are met.
- Help to co-ordinate meetings and prepare and distribute minutes to members, partners and other stakeholders as needed.
- Monitor Kingston Cohousing's online accounts, maintain membership lists and respond to new inquiries.
- Develop and update web and newsletter content and liaise with website administrators.
- Support the planning and execution of online and in-person events by overseeing set-up, venue booking, food, supplies, equipment and other needs specific to each event.

Other related duties as required.

Knowledge and Skills:

- Knowledge of the not-for-profit sector.
- Excellent computer skills (e.g. Gmail/Google workspace, Word, Excel, PowerPoint; video conferencing platforms and social media; Experience with Mailchimp and Zeffy considered an asset)
- Strong oral and written communication skills
- Effective organizational and time management skills
- Ability to work in a self-directed environment and to engage well with others.
- Ability to set goals and priorities and to suggest improvements to working processes.

Qualities:

Reliability, confidentiality, attention to detail, demonstrated commitment to the nonprofit housing sector.

Working Conditions:

This is a part-time, work-from-home opportunity, offering flexible working hours (average 3 - 10 hours per week). Occasionally, more hours will be required to meet specific deadlines.

Qualifications:

Diploma in office management or equivalent practical experience that demonstrates required competencies. Experience working effectively with others. A positive and creative approach to problem solving.

Compensation:

Starting rate: \$25.00/hour.

Successful candidates will be required to provide professional references.

Kingston Cohousing is committed to a barrier-free recruitment experience. Please let us know if you require accommodation at any stage of the recruitment process. Kingston Cohousing celebrates the unique perspective of all applicants. We are committed to cultivating an environment where everyone feels valued and empowered to contribute. We encourage applications from candidates of all backgrounds, identities and life experiences. We strive to create a work environment that fosters equity, collaboration, innovation and job satisfaction.

Please send a resume and cover letter before September 30, 2026.

kingstoncohousing@gmail.com