

# REEL CANADA

## **Job Posting:** Office Administrative Coordinator

**Location:** Toronto, Hybrid

**Type:** Full-time contract (February - end of June 2026)

**Salary:** \$40,000 - \$45,000

REEL CANADA is hiring for an existing full-time Office Administrative Coordinator vacancy on contract, starting on Wednesday, February 18, 2026, and running through to Friday, June 26, 2026, with the possibility of extension.

REEL CANADA is a charitable, not-for-profit that promotes the power and diversity of Canadian film and encourages this ongoing conversation through our four core programmes: Our Films in Our Schools, Welcome to Canada, Reel Opportunities and National Canadian Film Day. Through these programmes, REEL CANADA increases audiences for our films, encourages dialogue and, most crucially, provides an opportunity to enjoy our great nation through the wonderful stories we tell.

Our organization thrives on a collaborative and friendly team atmosphere. We are looking for an individual with excellent administrative skills to support our organization's administrative functions. While you love film, you also have the requisite accounting and office management skills accompanied by an extraordinary eye for detail. This position will report to the Administrative Director.

Currently, we have a hybrid in-office policy with 2 in-person days a week at our College St office. An increase in in-person days may be required depending on the tasks or organizational needs.

### **Key responsibilities include:**

Financial:

- Process all accounts payable invoices in QuickBooks Online (QBO).
- Input and track down credit card expenses and receipts monthly.
- Manage the administrative team's shared Gmail inbox and answer enquiries by email or phone.
- Assist the Administrative Director and Technical Director in tracking and managing recurring expenses.
- Track expected expenses, forecasting and approval



#### Office:

- Ensure office equipment and supplies are monitored and maintained.
- Ensure office remains tidy (put away dishes, water plants)
- Liaise with office vendors (water delivery, cleaners, building)

#### Administrative

- Ensure JHSC procedures are followed, run meetings, and report to WSIB
- Assist with collecting statistics for funding report writing
- Office orientation for new staff
- Arrange travel for staff or guests
- Ensure evaluation packages are created and mailed to schools
- Create contracts and other documents for short-term staff and send out T4As
- Assist in organizing staff parties, lunches and board meetings.
- Assist the production team with festival events, outreach and other projects as needed.
- Provide support to the Administrative Director.

#### Qualifications

- A love of Canadian film is an asset.
- Joint Health and Safety Committee Certification
- University degree or College diploma in arts administration, human resources, accounting or commensurate experience in the not-for-profit sector or film/media industry relating to the duties of the role.
- Strong proficiency in QuickBooks Online required. Proficiency or certification in similar accounting, invoicing, or bookkeeping software may also be considered.
- Attention to detail and organizational skills are absolutely essential.
- Demonstrated track record in management and arts administration for 2+ years.

In addition to the above qualifications, candidates should possess the following skills.

- Excellent communication and analytical skills.
- Ability to manage a number of different deadlines simultaneously.
- Both a team player and a self-starter.
- Comfortable answering and sending phone calls and emails, including cold enquiries.
- Experience managing a shared or departmental inbox, ideally with Gmail.
- Strong computer skills, including proficiency with Salesforce, Word, Excel, Dropbox, and Google Sheets.
- Familiarity with handling confidential and secure documents or information.
- Bilingualism (French and English) is an asset.
- A valid Ontario driver's licence is an asset.



## To Apply

Salary range is \$40,000-45,000 based on experience, pro-rated for the length of the contract. Benefits include film festival tickets and in-office movie watching, extra time off for office closures and extended holidays, and health and dental benefits after the probation period.

Deadline for applications: Friday, February 6, 2026, at 5:00 PM EDT.

Please submit a cover letter and CV/resume using the application form at [reelcanada.ca/join-our-team](https://reelcanada.ca/join-our-team)

We thank all who apply, however only those candidates selected for an interview will be contacted.

*We do not use artificial intelligence technology to assist in screening, assessing, or selecting applicants for this position.*

*REEL CANADA is committed to Employment Equity and Diversity and invites applications from Indigenous peoples, people with disabilities and visible minorities. To receive this job posting in an alternative format or if you require accommodation measures for the selection process, please notify [careers@reelcanada](mailto:careers@reelcanada).*

**REEL CANADA**

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