



Full-time, Permanent Employment Opportunity

Thames Talbot Land Trust (TTLT) is seeking an organized and detail-oriented Administrative Coordinator to join our team and support the smooth day-to-day operation of our office, our donor and supporter database, and our financial administration. If you are inspired by our mission and enjoy being the person who keeps things running behind the scenes, we would love to hear from you.

Position Title:	Administrative Coordinator
Reports to:	Development Manager
Location:	London, Ontario
Hours of work:	37.5 hours per week, typically worked between Monday-Friday, 8:30 am - 4:30 pm, with some evening and weekend work as needed
Term:	Full-time, Permanent
Start Date:	Flexible start between late August to early September
Compensation:	Annual salary of \$49,000 to \$52,000 with benefits

This is a full-time, permanent position with employer-paid health and dental benefits package, employer matched contributions to retirement plan, 2 weeks paid vacation with additional 3 paid days off (usually taken between Christmas and New Years Day but flexible), and professional development opportunities. TTLT also typically provides an annual cost of living adjustment plus opportunity for merit increases based on performance evaluations.

About Thames Talbot Land Trust:

Thames Talbot Land Trust (TTLT) is an environmental charity with a mission to protect, restore, and nurture nature within Elgin, Middlesex, Oxford and Perth counties and the City of London. Established in 2000, TTLT has built a dedicated network of staff, volunteers, and community partners who work together to conserve important natural and agricultural lands and inspire a connection to nature at the local level.

TTLT permanently protects more than 2,600 acres of land across 32 sites (and counting), which are home to more than 100 species at risk. As one of the first land trusts to receive the Conservation Excellence Award from the Centre for Land Conservation, we are committed to striving towards a greener future for all living beings.

Working with TTLT means flexible working hours, an office located where you can enjoy nature on your breaks and a close-knit team of passionate people to work with. We are committed to equity and diversity and aim to ensure that people from all walks of life are welcome, safe, included, and valued in all aspects of our work.

Position Summary:

The Administrative Coordinator keeps TTLT's office running smoothly and supports the organization's financial administration and donor database. This role manages general office administration, maintains accurate records in TTLT's CRM and financial systems, and provides bookkeeping support in partnership with TTLT's bookkeeper. The Administrative Coordinator also provides light HR administrative support, including tracking vacation and leave records and helping coordinate hiring processes.

Key Responsibilities:*Office Administration*

- General administration for the organization such as mail, phone, and monitoring general email inquiries;
- Management of accurate organizational records and documents (including archived materials) according to the Records Management Policy;
- Development and review of internal process documents and policies as required;
- Management of contractors and suppliers;
- Maintenance of office/equipment (indoor/outdoor) inventory log for insurance purposes;
- Event support such as ordering materials and supplies for outreach and stewardship events;
- Order and maintain office supplies as needed, and ensure sufficient stock of outreach materials (e.g. pamphlets, brochures, swag);
- Support departments in preparing, coordinating, and circulating material for board and committee meetings;
- Research and identify grant opportunities that align with our organization's goals and objectives;
- Support training of staff on administrative procedures.

Database & Records Management

- Maintain accurate and up-to-date donor records in TTLT's CRM system, ensuring proper tracking of donations, acknowledgments, and communication history;
- Management of TTLT's supporter database to ensure accurate and detailed records are kept and legal obligations are met.

Financial Administration

- Financial administration for the organization such as processing donations and receipts, organizing financial records, and communicating with TTLT's bookkeeper;
- Provide bookkeeping support including reconciling expense and donation reports, and processing invoices and payments.

HR Administrative Support

- Support adherence to TTLT's HR Manual (e.g. tracking vacation days, sick days, and leaves of absence);
- Organize job ad postings through a variety of platforms and share information with partners/volunteers to ensure broad exposure for job postings.

Experience, Abilities & Skills:

Must have:

- Strong organizational skills and a high level of attention to detail;
- Experience maintaining records in a database or CRM system (e.g. Salesforce or similar);
- Experience with bookkeeping or financial administration, such as processing invoices, reconciling records, or working with a bookkeeper;
- Excellent written and oral communication skills;
- Ability to manage multiple projects, prioritize work, and problem-solve with minimal supervision;
- Strong interpersonal skills and ability to work collaboratively as part of a small, close-knit team;
- Proficiency in Microsoft Office (Word, Excel, PowerPoint);
- Willingness to work flexible hours and accommodate unplanned requests;
- A commitment to anti-racism and supporting accessibility and inclusivity through all aspects of your work.

Assets

- Experience with QuickBooks or similar accounting software;
- Experience working in a non-profit or charitable setting;
- Experience supporting HR or hiring administration;
- Knowledge in nature conservation and/or environmentalism;
- Valid Ontario driver's license.

We are committed to a selection process and work environment that is inclusive and barrier-free. We encourage applications from all qualified individuals, including applicants from all cultures and backgrounds, racialized communities, diverse sexual and gender identities, and physical or mental abilities. As well, accommodation will be provided in all parts of the hiring process. We request that applicants please communicate specific needs to facilitate planning.

How to apply:

- Please submit your application through the submission link [here](#) by 11:59 PM (EST) on July 19th, 2026
- Applications will be assessed according to the experiences, skills, and abilities listed above. Your application can be in any format that you feel best demonstrates how you meet these criteria.
- Link for application submission:
<https://airtable.com/appwROWoXIlzLUCr9/pagP8tDuGYNGR6EIN/form>

We would like to thank all applicants for their interest; however, only those selected for an interview will be contacted.