



Registered Practical Nurses
Association of Ontario

The Registered Practical Nurses Association of Ontario

Position Title: Administrative Coordinator, Programs & Office of the CEO

Reports To: Chief Executive Officer (CEO)

The Association

WeRPN is a not-for-profit member-based professional association founded in 1958. We are the voice of registered practical nursing in Ontario where over 65,000 RPNs play a vital role in the province's health care system. WeRPN's role is to provide advocacy and member services in support of a quality health care system and the appropriate utilization of RPNs within that system. Learn more at www.werpn.com

The Position Summary

The Administrative Coordinator, Programs & Office of the CEO provides essential administrative, programmatic, and coordination support within a membership-based association. The role supports the execution of association programs, member engagement activities, committee operations, and various initiatives. This position ensures seamless communication among members, stakeholders, board/committee leaders, and internal teams, while maintaining exceptional professionalism, service orientation, and organizational efficiency.

Duties and responsibilities include but are not limited to the following:

KEY RESPONSIBILITIES

Executive & Board Support (Office of the CEO)

- Manage the CEO's calendar, meeting logistics, travel, correspondence, and briefing materials.
- Support invoicing, expense tracking, vendor coordination, and procurement for programs and the CEO's office.
- Maintain accurate governance files, board records, and compliance documentation.
- Support CEO-led strategic initiatives, stakeholder engagements, and advocacy activities.
- Serve as a liaison for inquiries directed to the CEO's office from members, partners, and internal team.
- Serves as primary liaison and event manager for the WeRPN Board of Directors and its meetings.
- Prepare documentation for Board of Directors and Committee meetings: agendas, minutes, reports, action logs, and follow up communications.
- Manages travel, accommodations and conference registrations of the Board of Directors

- Accurately document proceedings of Annual General Meetings (AGMs), including motions, decisions, resolutions, and key discussions, ensuring clarity and completeness for official records.
 - Monitor, review, and maintain the organization's bylaws, ensuring they remain current and accurately reflect all resolutions and amendments approved by the Membership.
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Programs Support, Administrative Operations & Communications

- Support the coordination and administration of various association programs and initiatives across the organization.
 - Assist with the preparation of correspondence, reports, presentations, annual summaries, and program impact updates.
 - Maintain organized digital filing systems and ensure documentation accuracy.
 - Coordinate internal communications, meeting logistics, and cross-departmental updates.
 - Support marketing & communications team with mailing, e-blasts for various programs and updates on website content.
 - Support the research team with updates on the Research Library
 - Support the membership & administration team as needed (i.e. membership renewal period; merchandise sales/promotion, etc.)
 - Support the coordination and administration of various association programs and initiatives across the organization.
 - Support with data analysis by maintaining data accuracy, running reports from Association's management systems, analyzing participation metrics, and presenting findings in clear charts, tables, and summaries for leadership and committees.
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Others

- Fostering an inclusive work environment, that supports diversity equity and inclusion
 - Engage in growing and maintaining a positive, supportive and collaborative professional culture throughout organization
 - Works in a safe manner; Follows policies and procedures; Other duties as assigned
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QUALIFICATIONS

Education & Experience

- Post secondary education in business administration, nonprofit management, or a related field.
- 3–5 years supporting programs, committees, or executives, preferably in an association, nonprofit, or membership organization.
- Experience coordinating events, member services, or volunteer-based programs is an asset.

Skills & Competencies

- High level of organization, prioritization, and attention to detail.
- Strong communication and relationship building skills.
- Demonstrated ability to work effectively with members, volunteers, and leadership.
- Proficiency with Microsoft 365, CRM/member databases (i.e. Salesforce), virtual meeting platforms (Teams, Zoom).

- Ability to maintain a high degree of discretion and confidentiality in relationships and demonstrate professionalism.
- Problem-solving mindset and ability to work independently and collaboratively.

Job Type: Full-time (37.5 hours/week)

Location: Mississauga, ON

Start Date: As soon as possible

Application Deadline: April 13, 2026

To apply: Please send your resume and cover letter (saved as one PDF document) to jobs@werpn.com.

We thank you for your interest in working for WeRPN.
Only candidates selected for an interview will be contacted.

Accommodation is available on request for candidates taking part in all aspects of the selection process in accordance with the *Accessibility for Ontarians with Disabilities Act*.
All personal information is collected under the authority of the Freedom of Information and Protection of Privacy Act.