

JOB DESCRIPTION

Title: Program Coordinator

Location: Remote in Canada / Periodic Work from Toronto Office

Position Details: Full-time, Contract (one year)

Start Date: Mid-April 2026

THE ORGANIZATION

[Inspirit Foundation](#) is a public foundation focused on building an inclusive and pluralist Canada. Our mission is to advance racial, social and economic justice by investing our assets and funding media and arts for change.

We are located in a beautiful space in Toronto's Ossington Village. While remote work options are possible, this position will require periodic work from our office in Toronto and other locations in Canada, as required.

ADDITIONAL DETAILS:

- This position is open to candidates who are eligible to work in Canada without restrictions during the contract period.

THE ROLE

Inspirit Foundation is seeking a Program Coordinator to support the ongoing development, delivery, and administration of grant programs. A key responsibility will be to support the Journalism Futures Fund, a pooled philanthropic fund to support independent journalism. The role will also be required to support Inspirit's programming and impact investing teams occasionally.

The Program Coordinator will manage application and adjudication processes, facilitate communications with applicants and key stakeholders, and ensure that all aspects of Inspirit funding programs are delivered efficiently and on time.

The ideal candidate is bilingual (English and French) and has experience in a project coordination role in the nonprofit and/or charitable sector. While specific subject matter expertise is not required, we are seeking candidates who are curious and interested in areas that align with Inspirit's work in arts and media, philanthropy, and impact investing.

This role requires a collaborative and proactive approach to support a team that works remotely most of the time. The ideal candidate is highly organized, pays attention to detail, and possesses a strong capacity to synthesize information and communicate it effectively to a variety of stakeholders. They are also comfortable working in complex and emergent environments and can manage multiple deadlines. Comfort navigating uncertainty while maintaining a strong sense of professionalism and integrity are key.

This role reports to Inspirit's Senior Program Manager.

Journalism Futures Fund (85-90%)

1. Grant Program Administration and Coordination

The primary responsibility will be to coordinate all aspects of the Journalism Futures Fund program applications, adjudication and administration. In collaboration with the Senior Program Manager and guidance from executive team members, the Program Coordinator will:

- Support program implementation, including application portal oversight
- Manage the application portal and ensure a smooth submission process
- Track applicant progress and address inquiries in a timely manner
- Support eligibility screening and compliance checks for applications
- Monitor, document, and report grant activities and outcomes of funded projects
- Prepare summary reports for key organizational stakeholders, as required
- Ensure funding agreements and contracts meet compliance requirements
- Provide administrative and logistical support to key programming stakeholder groups, including external advisory committees and grant juries
- Coordinate and schedule meetings, prepare meeting documents and take minutes
- Track and implement follow-up actions from advisory and jury recommendations
- Assist with evaluation processes
- Research, identify, and contribute to approaches that support intended organizational outcomes and organizational goals
- Other related duties as required

2. Communications and Stakeholder Engagement

- Facilitate communication between applicants, grantees, Inspirit, and programming stakeholder groups, such as advisory committees, grant juries, and funders
- Respond to inquiries from applicants and stakeholders and ensure clear and timely communication
- Build and support strong relationships with funders and grantees
- Provide clear and relevant guidance to stakeholders; identify and escalate opportunities
- Support the Senior Program Manager and Communications Manager with program outreach and public announcements, and help highlight and amplify the work of grantees
- Attend events and conferences, as required

General Coordination Support (10-15%)

- Where required, provide administrative and logistical support to Inspirit's programming and impact investing teams, including the coordination and documentation of meetings and events
- As directed, research and assist in the preparation of reports
- Other related duties as required

EXPERIENCE/SKILLS

- Minimum 2 years of experience in a project coordination role
- Proven ability to manage multiple tasks with precision and attention to detail
- Strong project coordination skills, including the ability to meet deadlines
- Ability to work independently as well as part of a remote team
- Ability to synthesize information and communicate it effectively to stakeholders
- Ability to conduct literature reviews and landscape scans
- Strong organizational, problem-solving, and time management skills
- Strong interpersonal skills with a diversity of stakeholders
- Excellent written and verbal communication skills in English. French is an asset
- Knowledge of Microsoft Teams and Office Suite (Word, Excel PowerPoint)
- Comfort with AI tools and ability to work within Inspirit's AI policy
- Familiarity with CRM databases and grant management tools and virtual communication tools an asset
- Familiarity and/or interest in the Canadian journalism/media sectors an asset
- Experience with jury adjudication processes an asset

As well as hard skills, we are looking for the following attributes:

- Proactive and resourceful
- Collaborative
- Committed to pluralism and equity in the context of Inspirit's mission

COMPENSATION

Inspirit bases compensation on the Foundation Salary & Benefits Report prepared by the Philanthropic Foundations of Canada and the Community Foundations of Canada. The salary for this position will fall between \$65,000-75,000 and will be commensurate with the individual's experience.

The full compensation package includes access to professional development, some health benefits, three weeks paid vacation, paid personal absence days, as well as paid time off between Christmas and New Year.

This position is open to candidates anywhere in Canada and includes hardware and software required for the role. You must be eligible to work in Canada and must be able to travel to Toronto when required.

HOW TO APPLY

At Inspirit Foundation we believe a diverse team makes us stronger; we encourage all qualified individuals to apply. As an organization, we are committed to ensuring equity principles inform our work and invite you to read our Equity and Pluralism Statement.

Apply for this role by email to apply@inspiritfoundation.org with "Program Coordinator" in the email subject line.

Please attach a **cover letter** and **current resume** and ensure all files are clearly labeled with “_FirstName LastName” included in the file title.

All applications must be received by March 16, 2026 at 4:00 PM ET.

Accommodation is available upon request for candidates with disabilities taking part in all aspects of the recruitment and selection process. Please let us know how we can help.

We thank all applicants for their interest; however, only those advancing in the process will be contacted. We are unable to respond to individual calls or emails.