

Team Coordinator in NGO

Overview	<p>Team coordinators lead, manage, and motivate their groups to perform well. They set the short-term and long-term goals for their organization that aligns with the objective of the organization and have the ultimate responsibility meeting those goals and objectives. Team coordinator may follow the instructions of team leaders and execute jobs assigned by them. Their work may include administrative task such as scheduling and arranging meetings, conferences, events and developing agendas for their organization. They are responsible for maintaining communication with various stakeholders including community, governments, other organizations of interest, etc. They are also responsible for training the newer members and providing feedback to colleagues.</p>								
NOC Code	<p>Other administrative services managers (0114)</p>								
Alias Job Titles	<p>Administration and property management services director; Administrative manager Managing director; Operational planning director; Operations chief; Operations director - administrative services; Operations manager - administrative services; Organization rules analysis manager; Organizational rules analysis manager; Planning and organizational development manager;</p>								
Qualifications Required	<p>Graduate/undergraduate degree in Human Services or related field</p>								
Salary Range	<table border="1"> <thead> <tr> <th>Average hourly</th> <th>Range hourly</th> <th>Average yearly</th> <th>Range yearly</th> </tr> </thead> <tbody> <tr> <td>\$35.53</td> <td>\$15.20 - \$60.39</td> <td>\$69,276</td> <td>\$29,640 - \$117,770</td> </tr> </tbody> </table>	Average hourly	Range hourly	Average yearly	Range yearly	\$35.53	\$15.20 - \$60.39	\$69,276	\$29,640 - \$117,770
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Job Demand	<p>Low</p> <p>Employment outlook is mostly limited across provinces. More information is available here.</p>								
Growth Opportunity	<p>Managerial positions can be obtained with experience</p>								

Years' Experience Required	<p>Entry level positions are available with up to 2-5 years of experience required in some</p>
Training Options (if available)	<p>Any human resource management related certificate/diploma programs should help to be trained for this job. Examples:</p> <ol style="list-style-type: none"> 1. Health and Human Service Management Certificate program offered at Bow Valley College (1 year for full time; part-time available) 2. Human Services Management and Leadership Certificate program at University of Toronto 3. Health and Social Services Management Certificate and Diploma program at McGill University
Personal Qualities	<p>Leadership; Stellar interpersonal and communication skills, Problem solving; Managing ability; Multitasking; Goal oriented; Project management: Computer literacy (MS Office, Outlook, Calendar, Project management etc.)</p>
Notes/Other Information	<p>Mostly unrelated to medical knowledge and skills. However, if the organization is related to health and wellness there might be some opportunities for implementation of health-related knowledge and experience.</p>
Steps towards capacity building to become competitive for this job	<ol style="list-style-type: none"> 1. Obtaining relevant degrees/certificates about human resources program with practicum placement 2. Finding a voluntary position at any NGOs may lead to get such position.