



Operations & Logistics Coordinator

Full-Time | Thornhill | Hybrid

Created: September 2025

Are you a master of organization with a passion for youth outreach?

Join NCSY Canada, a dynamic not-for-profit dedicated to inspiring Jewish teens across the country. We're looking for a detail-oriented, proactive **Operations & Logistics Coordinator** to support our impactful programming—from local events to international trips.

About the Role

As an Operations & Logistic Coordinator, you'll be the backbone of our operations, ensuring smooth planning and execution of Shabbatons, workshops, conferences, and weekly programs. You'll manage everything from travel and transportation to vendor coordination and inventory, helping us deliver meaningful experiences to youth across Canada.

Key Responsibilities

- Plan and coordinate logistics for events and programs of all sizes locally and internationally
- Manage site inspections and negotiate contracts for venues, catering, transportation, and event staffing
- Manage event setup and takedown, supply pickups/returns, and on-site execution
- Troubleshoot logistical challenges and develop contingency plans
- Manage participant registration, payment processing, subsidies, and communications
- Liaise with parents, vendors, and internal teams to ensure seamless coordination
- Draft pre- and post-event communications (info letters, surveys, follow-ups)
- Support & coordinate weekly programming logistics (food orders, venue bookings, flyers, registration links, and promotional materials)
- Manage stipends and gift card distribution
- Maintain program inventory, order supplies, order outreach materials, order SWAG, and oversee vendor relations
- Use tools like Monday.com, SharePoint, and Canva for planning and coordination
- Recruit and manage volunteers and event staff
- Collaborate with fundraising and accounting teams to support reporting and budgeting
- Track transportation schedules and coordinate travel for staff and participants
- Enter data into the NCSY database and attend meetings/events as required (including evenings/weekends)



Qualifications

- 2 – 5 years in event or logistics coordination
- Experience in the not-for-profit sector preferred
- Familiarity with Jewish organizations is an asset
- Proficient in Microsoft Word, Excel, PowerPoint, and Canva
- Strong organizational, communication, multitasking and problem-solving skills
- Ability to manage multiple projects under tight deadlines
- A proactive, solution-oriented mindset under pressure
- Comfortable working independently and taking initiative
- Flexible schedule with availability for evening/weekend travel
- Valid driver's license and access to a reliable vehicle
- Ability to drive UHAULs for event equipment transport

Why Work With Us

- Join a passionate and mission-driven team that values innovation, creativity, and impact.
- You'll help shape how thousands of teens and families engage with Jewish life and identity.
- Health & dental benefits are available after 3 months of employment.
- Paid personal days in addition to vacation days.
- Paid Jewish holidays.
- Short Fridays to accommodate for the Sabbath.