

Title: Embryo Donor/Recipient Program Administrator

Contract: 1 year

Start Date: May 2026

Hours: Full Time 35 hours/week

Location: Hamilton, In-Office

Charity Description:

Beginnings Family Services is a not-for-profit organization that provides counselling and support to expectant parents experiencing unplanned pregnancies and assists people wishing to grow their families through adoption and embryo services.

Counselling:

Beginnings provides counselling services to expectant parents and families in crisis across Ontario, to ensure they have access to information, referrals, community connections, parenting resources, and ongoing support as they make decisions about the future of their family.

Adoption:

Beginnings is a licensed adoption agency. We facilitate open adoptions throughout the province of Ontario, working together with birth families and adoptive families to provide support and guidance every step of the way.

Embryo Donor/Recipient Program:

Beginnings connects individuals choosing to donate their embryos with recipient families hoping to grow their family. Our history and expertise in bringing families together has forged the way for our national open embryo program, the only one of its kind in Canada.

About the Role:

We are seeking a highly organized and proactive Administrator to provide support for the Embryo Donor/Recipient Program. The Administrator will help ensure smooth day-to-day operations and support a range of administrative and program-related tasks. The ideal candidate will demonstrate excellent communication skills, strong attention to detail, and the ability to manage multiple responsibilities efficiently.

This role will also be responsible for providing coverage for the Office Administrator and the Clinical File Administrator as required. In addition, the role also involves learning the donor database to carry out administrative tasks for the fundraising side of the organization.

Reports to: Embryo Donor/Recipient Program Manager and Director of Administration

February 2026

Embryo Donor/Recipient Program Key Responsibilities:

- Provide administrative support for the Embryo Donor/Recipient Program
- Provide support for the Program Coordinator, responding promptly to inquiries and operational needs.
- Manage appointment bookings.
- Drafting agendas and taking minutes at Team meetings.
- Maintain and update social media platforms.
- Work with team to update and create forms, brochures, print materials.
- Create and manage client files and documentation.
- Facilitate the billing process, prepare and ensure timely payment of invoices.
- Assist with newsletter creation and distribution.
- Offer general administrative assistance as required.

Office Administrator / Clinical File Coordinator Coverage Key Responsibilities:

- Provide general office/reception back up and coverage for the Office Administrator during their absence or during busy times in the office. This includes answering phones, responding to inquiries, as well as greeting clients and visitors.
- Provide coverage for Clinical File Administrator in their absence, with the specific task of carrying out all the steps required in submitting Adoption Proposals to the Ministry of Children, Community and Social Services.

Donor Database Key Responsibilities:

- Learn and manage the donor database to carry out the following tasks: Create donor records, enter monthly donations, create yearly tax receipts, run reports as required and processing mailing lists.
- Maintain and update social media platforms, manage Mailchimp lists, and communication with donors.

Requirements:

- Post-secondary education or experience in an administrative role.
- Excellent organizational and multitasking skills, and high level of accuracy and attention to detail.
- Strong written and verbal communication abilities.
- Familiarity with social media management and content posting.
- Proficient with office software, digital file management and CRM/databases.
- Experience with financial entry and software is an asset.
- Ability to work both independently and collaboratively within a team.
- Empathetic and professional demeanor when dealing with sensitive issues.

Please submit resume with cover letter specific to this position to

megan.dunlop-elms@beginnings.ca

www.beginnings.ca