



## Operations Coordinator

Location: Toronto, ON or Montreal, QC

### About New Market Funds

We are an [ImpactAssets50](#) manager and [Certified B Corp](#) company.

New Market Funds (“NMF”) is a multi-fund impact investment fund manager dedicated to creating lasting benefits for communities across Canada. Our mission is to deliver investment opportunities, in the form of equity and loans, that generate financial, social, and environmental returns. We focus on community real estate development and lending, supporting projects with non-profit, co-operative, and social enterprises.

We envision a new market in which investment capital seeks to create value that includes clear social and environmental outcomes as well as financial returns. We do this by living our values in our work every day. We are guided by our principles of building strong communities, creating a positive workplace in which everyone feels welcomed and empowered, working towards Reconciliation with Indigenous peoples and implementing the recommendations of the Truth and Reconciliation Commission, and building an impact legacy.

The New Market Funds platform includes **NMF Rental Housing Fund I and II, Community Forward Fund, Canadian Co-operative Investment Fund, New Commons Development** and **New Commons Housing Trust**. Our team is based across offices in Vancouver, Toronto, and Montreal.

### About the Position

As Operations Coordinator, you will support the effective administration and day-to-day operations of the New Market Funds platform. Reporting to the Operations & Impact Manager, you will help strengthen operational systems, improve workflows, and coordinate key organizational processes across teams. This role offers the opportunity to contribute to both strategic initiatives and core operations within a collaborative, mission-driven environment, while gaining experience across a wide range of organizational functions.

The Operations team includes two Operations Coordinators, each responsible for a defined portfolio of work as well as regional operational support (BC or ON/QC). This position is located in Toronto or Montreal and will serve as the operational hub for our Ontario and Quebec presence. Coordinators work closely together and provide cross-coverage to ensure continuity, consistency, and shared knowledge across the organization. The team is supported by the Manager, who provides overall coordination, strategic direction, and mentorship across operational priorities.

### Key Responsibilities

**Operations, Finance & Administrative Coordination:** Provide comprehensive support for the organization’s daily functions and internal workflows. Maintain filing systems, templates, and records; scheduling; coordinate purchasing and travel logistics; support finance activities; and manage internal and external inquiries with timely, professional responses.

**Regional Operations & Office Coordination:** Act as the primary operations lead for the assigned regional office(s), ensuring a well-functioning workspace and consistent operational practices. Oversee office logistics, manage local vendors and supplies, and coordinate regional meetings and team events.

**People & Team Operations Support:** Support the employee lifecycle and team activities to foster a positive, inclusive, and well-supported workplace. Coordinate recruitment logistics, onboarding, and offboarding processes; support staff training and team engagement initiatives; and maintain internal resources and team documentation to ensure the team feels empowered and connected.

**Systems & IT Administration:** Support the effective use and administration of the organization's technology stack. In coordination with the IT Managed Service Provider (MSP), manage user access, licenses, and technology setup for staff. Provide first-line technical support and coordinate issue resolution with the MSP.

**Governance & Compliance Support:** Coordinate Board and committee processes, including scheduling, material preparation, and minute-taking. Maintain corporate records, track annual filings, and support the administration of insurance renewals and compliance obligations across assigned portfolios.

**Investor Relations & Fund Operations:** Coordinate administrative processes related to investor relations and fund management. Maintain investor records, manage portal access, coordinate reporting and support fundraising through the management of data rooms and information requests.

**Communications & Content Support:** Maintain organizational materials and digital channels. Assist with content updates, ensure brand consistency across presentations and templates, and support the preparation of internal and external communications.

**Projects, Events & Strategic Initiatives:** Support the planning and delivery of major organizational events, such as the annual team retreat. Contribute to special projects and strategic initiatives that advance New Market Funds' objectives (eg., system migrations, B Corp recertification).

## Qualifications & Experience

This role is ideal for someone who is highly organized, detail-oriented, and thrives in a "multi-hat" environment. You should be comfortable managing competing priorities in a fast-paced setting while supporting a diverse range of organizational functions.

- **Operational Experience:** 2–4 years of experience in an administrative or operational role, ideally within an investment fund, asset management, social finance, or non-profit environment.
- **Professional Discretion:** Demonstrated experience handling sensitive and confidential information with the highest level of integrity.
- **Governance Support:** Experience supporting Board or committee processes, including the ability to produce high-accuracy meeting minutes and manage corporate records.
- **Technical Savvy:** Proficiency with modern workplace tools (e.g., Google Workspace, Microsoft, Slack, Asana). Experience managing or troubleshooting IT systems and software. Experience with NetSuite is a significant asset.
- **Communication & Language:** Excellent written and verbal communication skills.
- **Professional working proficiency in French (written and verbal) is strongly desired** to support our Quebec-based operations and stakeholders.
- **Problem-Solving & Adaptability:** Strong troubleshooting skills with the ability to work flexibly and adapt to a varied and sometimes unpredictable role.

- **Logistical Coordination:** Experience coordinating complex meetings, corporate travel, and team events.
- **Mission Alignment:** Demonstrated engagement in local communities or social/environmental issues through volunteering or professional experience. You are excited about working in a mission-driven, Certified B Corp environment.

We know that people from underrepresented groups often hesitate to apply unless they meet 100% of the qualifications. If this role excites you and you believe you could thrive in it, we strongly encourage you to apply, even if your experience doesn't perfectly match every qualification. We'd love to hear from you.

### Compensation and Benefits

NMF will provide a professional and rewarding working environment with the opportunity for career growth. The compensation and benefits for this role include:

- Competitive salary range: \$75,000 - \$85,000, commensurate with experience;
- Three (3) weeks of vacation per calendar year, with increased vacation entitlements over time;
- Eleven (11) statutory and public holidays and two (2) additional floating holidays;
- Three (3) personal days;
- Half-day Fridays between Victoria Day and Labour Day and holiday closure between Christmas and New Years;
- Extended health and benefits plan;
- Phone allowance;
- Wellness allowance;
- Professional development allowance; and
- Eligibility after two years to join the New Market Funds Team Ownership Plan.

### How to Apply

If you are interested in this exciting opportunity, please send a cover letter and resume in a single PDF to [careers@newmarketfunds.ca](mailto:careers@newmarketfunds.ca) with the subject line '*Operations Coordinator – [Your Name]*'. Applications are due Monday March 23, 2026 and interviews will be conducted on a rolling basis until the ideal candidate is selected.

### Equal Employment Opportunity

NMF is committed to equity in employment, diversity in our team, meaningful reconciliation, and social inclusion. We welcome and encourage applications across any race, colour, Indigenous status, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other legally-protected factors. If you are an applicant with a disability and require accommodation during the hiring process, please contact us.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.