



Job Posting: Committee Engagement Coordinator

Location: Remote (Canada-wide)

Reports to: Chief Executive Officer

Employment Type: Full-time (37.5 hours/week)

Salary Range: \$58,000-70,000 plus benefits

Start Date: As soon as possible

Background

The National Autism Network (the Network) is a new, independent, community-led initiative supported by government funding. It was created to ensure that Autistic people and their families play a central role in shaping community priorities and driving action to bring Canada's Autism Strategy to life.

The Network brings together Autistic people, families, subject matter experts, and interest-holders from across the country to help shape a future where Autistic people can truly thrive in Canada.

Position Summary

We are looking for a Committee Engagement Coordinator to support the operations and success of our five Strategic Priority Committees (SPCs).

This is a key coordination role that supports collaboration between internal teams, national experts, Autistic leaders, family members, Indigenous knowledge keepers, and others who are working together to inform how Canada's Autism Strategy is implemented.

You will be responsible for planning, scheduling, preparing materials, and taking minutes for all committee meetings. You will also coordinate with the Strategic Priority Director, the Network's Community Engagement Coordinator and Council Engagement Coordinator to ensure that what we hear from the broader community is reflected in the work of each committee.

What to Expect in This Role

- This is a remote-first/ work from home job. Most communication will happen through email, video calls (e.g., Teams and Zoom), messaging, and shared documents using Microsoft 365 and Teams.
- The work schedule is Monday to Friday, 37.5 hours per week, and can be set anytime between 8 a.m. and 8 p.m. in your local time zone, depending on what works for the person and the team.
- There will be regular check-ins with your supervisor.
- Occasional travel will be required for in-person meetings or community events.

Key Responsibilities

Meeting and Logistics Coordination

- Schedule and organize all meetings for 5 Strategic Priority Committees.



- Prepare and distribute agendas, meeting materials, and background documents.
- Take clear, accessible, and accurate minutes during meetings.
- Track follow-up actions and timelines for each group.
- Maintain calendars, contact lists, and shared folders.

Communication and Engagement Support

- Coordinate meeting participation, including accessibility accommodations.
- Liaise with committee members to confirm attendance, provide materials, and offer support.
- Collaborate with the Network's Accessibility Advisor to draft plain language summaries and updates for internal and public reporting.
- Support collaboration between committees, councils, and staff teams.

Administrative and Strategic Support

- Support the onboarding of new committee members, including preparation of orientation materials and coordinating accessibility accommodations.
- Support the maintenance of the online committee portals, including uploading documents and materials.
- Help track workplans, timelines, and deliverables for all committees.
- Work closely with the Community Engagement Coordinator to ensure input from the broader autism community is reflected in committee discussions.
- Work closely with the Council Engagement Coordinator to ensure consistency of coordination across all committees and councils.
- Assist with preparing reports and public communications about committee progress.

What We Need – Skills and Qualities

You don't need to meet every qualification to apply. We encourage applications from people with lived or living experience and from equity-deserving groups.

- Experience coordinating meetings, projects, or groups in a nonprofit, public sector, or community setting.
- Strong organizational skills and attention to detail.
- Clear written and verbal communication skills.
- Ability to manage multiple timelines and priorities.
- Comfortable using virtual tools (e.g., Zoom, Teams, Microsoft 365, shared drives).
- Experience using project management tools (e.g., Monday.com or similar platforms) to track tasks, action items, and project updates.
- Respectful, inclusive, and adaptable in working with diverse groups of people.
- Demonstrated ability to take clear and accurate notes during meetings.
- Able to work independently in a remote setting and ask for support when needed.

Assets (Nice to Have, But Not Required)

We value and welcome diverse life experiences and perspectives. The following are considered assets:



- Lived or living experience of autism (e.g., you are Autistic or a family member/supporter of an Autistic person).
- Bilingual in English and French (written and verbal).
- Familiarity with equity, accessibility, or trauma-informed practices.
- Experience with Indigenous engagement, governance, or distinctions-based approaches.
- Comfort working with plain language.
- Comfort working with neurodivergent-accessible communication.

Qualifications & Experience

Education and Experience

We welcome applicants from a variety of educational and experiential backgrounds. For this role, one or more of the following may be helpful:

- A post-secondary diploma or degree in a relevant field such as community development, social sciences, disability studies, public administration, nonprofit management, communications, or a related area.
- Equivalent experience coordinating projects, groups, or meetings in a nonprofit, government, education, or advocacy setting.
- Demonstrated experience coordinating complex schedules and logistics for multiple working groups or committees.
- Experience supporting or facilitating engagement with diverse communities, particularly Autistic individuals, family members, or Indigenous partners.
- Experience in administrative roles that involve organizing meetings, preparing materials, taking minutes, and tracking deliverables.
- Demonstrated strong written and verbal communication skills, including the ability to synthesize meeting discussions and write clearly for diverse audiences.

Formal education is not the only path—lived experience, informal learning, and community-based work are also valued and encouraged.

Language of Work

The National Autism Network is a bilingual organization committed to making all public communications and resources available in both French and English, in recognition of Canada's official languages.

As a small and growing team, our day-to-day operations, internal communications, and interviews are currently conducted in English. For this reason, fluency in English is required for this role.

French language skills are a strong asset, especially for positions involving national engagement or communication with the public. We welcome and encourage applications from bilingual candidates and are working toward increasing our capacity to support more bilingual internal processes over time.

Inclusion and Accessibility

We are committed to creating a workplace that is:



- Inclusive of Autistic and neurodivergent people.
- Respectful of diverse communication styles, access needs, and life experiences.
- Supportive of accommodations that help you do your best work.

If you need support to participate in an interview process, please let us know. We're happy to provide alternatives (e.g., email questions in advance, extended time, using preferred communication methods).

How to Apply

To be considered, please submit your application to: Project Operations Manager at: info@nan-rna.ca

Your application must include:

- A cover letter that describes your interest and fit for the role.
- Your resume/CV highlighting relevant experience and skills.

Please note: Applications submitted through automated systems or outside of the instructions provided above will not be reviewed.

Application Deadline: Applications will be reviewed on an ongoing basis, and the position will be filled as soon as a suitable candidate is identified. We encourage applicants to submit their cover letter and resume as early as possible for full consideration.