# Administrative Coordinator, FIFA World Cup 26™ Toronto Health and Medical Planning Team

*The City of Toronto has been selected as one of 16 cities across three countries to host the FIFA World Cup 26™ in 2026. Six of the tournament's 104 matches will occur in Toronto, with various other competition-related activities occurring throughout the city and extending to other municipalities, from June 11 to July 19, 2026.*

*Sunnybrook will fill the role of the Host City Medical Lead on behalf of the City of Toronto. In this role, Sunnybrook will lead the development and implementation of an integrated and coordinated Medical Plan for the tournament and associated events. Sunnybrook will also lead the health emergency management strategy for the tournament*.

## Role Summary

Reporting to the Manager, Medical Planning Team, the Administrative Coordinator is responsible for providing administrative and coordination support for the Host City Medical Planning Team, which is leading health-focused planning and readiness for the FIFA World Cup 26™ in Toronto. The Administrative Coordinator will play a critical role supporting the team by managing administrative responsibilities, and providing project coordination support. This role requires a highly organized, motived, and self-directed individual with previous experience in a related role.

The successful candidate will be **fully dedicated** to the FIFA World Cup 26™ Toronto Health and Medical Planning Team until the conclusion of the event (~August 2026).

## Responsibilities

* Create, coordinate, and manage complex documents using Microsoft Office tools.
* Effectively manage multiple complex calendars in a self-directed manner, ensuring calendars are accurate, up to date, and items are prioritized according to urgency.
* Coordinate and support large-scale meetings with a variety of internal and external stakeholders, including managing meeting logistics, taking comprehensive minutes, and preparing and distributing meeting materials.
* Provide project coordination support on the creation and implementation of plans, exercises, and project deliverables.
* Create invoices, manage monthly billing, and order and procure supplies, as required.
* Promote an anti-racist, anti-oppressive, diverse, and inclusive work and team environment, consistent with Sunnybrook’s Anti-Racism Policy and equity and social accountability strategy.
* Other related duties, as assigned.

## Skills & Experience

* Three (3) years of experience in a related role or function strongly preferred.
* Experience coordinating and managing large, complex documents or reports is required.
* Proficient working knowledge of Zoom and Microsoft Teams, Word, Excel, Outlook and PowerPoint.
* Strong communication and interpersonal skills, and ability to handle sensitive issues and information.
* Demonstrated excellent written and oral communication skills.
* Demonstrated ability to take detailed and accurate meeting minutes.
* Ability to work independently and take initiative to resolve issues within the scope of responsibility.
* Must be extremely organized and able to prioritize competing demands effectively.