

Administrative Coordinator

SUMMARY:

The Administrative Coordinator will provide administrative support to the Women and Youth Initiatives team. Under the supervision of the Director of Advisory Councils and Initiatives, the Administrative Coordinator will perform administrative tasks related to all department projects and policy work as required. This includes; meeting arrangements, tracking inquiries and action items; taking, distributing, and filing meeting minutes and other records; and coordinating financial and administrative processes.

DUTIES:

- To support coordination of department events as required
- Organize and coordinate Team meetings by telephone and video conferences;
- To record, transcribe and/or prepare minutes from Council meetings, review and revise these minutes for quality and accuracy, distribute to all Council members and meeting guests, and maintain these minutes as records of Council business in accordance with the Terms of Reference;
- To prepare purchase orders, cheque requisitions, and expense claims accurately and completed in accordance with NAN policies and procedures for the supervisor's approval;
- To develop and maintain a cooperative working relationship with the Women's and Youth Team;
- To maintain and update files on the NAN SharePoint;
- To develop a manual for the Women's and Youth Advisory Council Department that includes processes;
- To update the team by using tracking spreadsheet with action items from meetings, inquiries, recommendations and documents produced by the Advisory Councils;
- To assist in preparation of briefing notes, annual reports and program reporting as required;
- To occasionally assist the Team with research, writing and analysis as directed; and other duties, as assigned.

ACCOUNTABILITY:

The Administrative Coordinator is responsible to the Director of Advisory Councils and Initiatives on a day-to-day basis and is further accountable to the Chief Administrator Officer for overall performance.

COMPETENCIES AND QUALIFICATION:

- A Degree/Diploma in Office Administration or related field
- At least 1 year of experience in a senior secretarial/administrative position;
- Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills;
- Ability to execute, be a self-starter and follow through on tasks;
- Some knowledge of community development is an asset.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) is an asset.
- Must possess a class 'G' driver's licence

LOCATION: Thunder Bay, Ontario

PORTFOLIO: Advisory Councils and Initiatives