

JOB DESCRIPTION

Administrative Coordinator

Health Transformation Department

SUMMARY:

The Administrative Coordinator will be responsible for performing a wide variety of administrative duties to support the Health Transformation Director and Lead Negotiator in effectively and efficiently managing all deliverables related to the NAN Health Transformation Process.

DUTIES AND RESPONSIBILITIES:

Administrative Duties:

- Provide administrative and secretarial support
- Provide administrative and secretarial support to the NAN Health Transformation Leads;
- Plans and manages the scheduling and day to day activities, appointments and obligations of the Health Transformation Director, assists in establishing priorities, and increasing efficiency of Health Transformation team
- Type briefing papers, recommendations and perspectives from the assistant Health Transformation Lead functions, activities and issues; respond to general email inquiries, or refer to other staff as appropriate.
- Coordinate the logistical aspects of meetings, special projects, and events.
- Receive incoming mail; review, evaluate, and distribute correspondence requiring priority attention.
- Maintain filing systems as required
- Prepare correspondence, briefing notes, memorandums, reports and proposals.
- Complete expense reports, purchase orders, travel orders and other duties.
- Take and transcribe dictation and notes of highly confidential subjects, including minutes of meetings.
- Prepare presentations.

Project Coordination and Support:

- Provide support and effectively exchange information with internal and external contacts such as First Nations, regional and national aboriginal organizations, relevant government agencies, external organizations and businesses to promote partnerships to strategically advance the organizations initiatives.
- Initiates, plans, coordinates and implements activities with partner organizations, community leadership, staff and as required.
- To assume responsibility for project implementation, committee participation or special assignment or other events and preparation of agendas and required information materials.
- To draft routine correspondence, briefing notes, memorandums, reports and proposals as requested;
- Perform other related duties as assigned from time to time.

ACCOUNTABILITY:

The Administrative Coordinator is under the supervision of the Director of Health Transformation with overall accountability to the Chief Administrative Officer.

FINANCIAL RESPONSIBILITY AND DECISION MAKING:

The Administrative Coordinator will work closely with the Health Transformation Director to ensure all financial and administrative practices and reporting responsibilities are completed in an efficient and timely manner. The Health Transformation Administrative Coordinator will have approval authority as per approved policies.

COMPETENCIES AND QUALIFICATIONS:

Candidates must possess the following skills and attributes:

The position demands a high degree of organization, multi-tasking and priority setting skills in a fast paced political atmosphere. The education and background skills expectations are as follows:

- Diploma or Bachelor's degree relevant to project and administrative coordination (or equivalent job experience).
- Minimum three years experience in the Office Administration or project coordination role.
- Demonstrated experience and understanding of project coordination
- Ability to work, and to maintain positive working relations, with First Nation communities and organization, including various government agencies and non-governmental organizations.
- Leadership abilities, communications and interpersonal skills necessary to develop and maintain effective working relationships.
- Excellent oral and written communication and time management skills.
- Ability to execute and be a self-starter and follow through on projects.
- Strong computer skills with expertise in Microsoft Word, Excel and Power Point.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) an asset.
- Ability to provide thorough, well composed reports on specific issues within short time limits.
- Initiative and ability to function both independently and as part of the Nishnawbe Aski Nation team.
- Willing and able to travel as required

LOCATION OF WORK: THUNDER BAY, ON
PORTFOLIO: HEALTH TRANSFORMATION
CREATED: January 2020