

JOB DESCRIPTION

Administrative Coordinator

Housing & Infrastructure Department

SUMMARY:

The Administrative Coordinator will be responsible for performing a wide variety of administrative duties to support the Housing & Infrastructure Department in effectively and efficiently coordinating department activities, such as assisting in the planning, organizing, and facilitation of all project deliverables under the department portfolios as well as meetings for the Chiefs Committee on Housing and Infrastructure.

The Administrative Coordinator will work with the Housing & Infrastructure Director and Manager and provide guidance, assistance, distribution of resources, and other support as needed to the NAN Chiefs and First Nations.

DUTIES AND RESPONSIBILITIES:

Administrative Duties:

- Provides administrative and secretarial support to the department, responding to general email inquiries, or referring to other staff as appropriate.
- Plans and manages the scheduling and day to day activities, appointments and obligations of the Housing & Infrastructure Director.
- Assists in establishing priorities and increasing efficiency of department team.
- Prepares correspondence, briefing notes, memorandums, reports and proposals for department as requested.
- Receives incoming mail; reviews, evaluates, and distributes correspondence requiring priority attention.
- Reviews and edits briefing papers, recommendations and policy documents as directed by the Housing & Infrastructure Director and Manager on relevant activities and issues related to housing and infrastructure needs within NAN First Nations;
- Coordinates the logistical aspects of meetings, special projects, and events.
- Prepares presentations as requested.
- Develops, organizes, and maintains filing systems including the management of cloud-based filing system for NAN infrastructure and Housing department files.
- Completes expense reports, purchase orders, travel orders and other duties.
- Records and transcribes dictation and notes of highly confidential subjects, including minutes of meetings.

Project Coordination and Support:

- Provides support and effectively exchange information with internal and external contacts such as First Nations, regional and national First Nations 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 and staff as required.

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- Assumes responsibility for project implementation, committee participation or special assignment or other events and preparation of agendas and required information materials as directed by the Housing & Infrastructure Director and Manager.
 - Drafts 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 and Manager of Housing & Infrastructure with overall accountability to the Chief Administrative Officer.

FINANCIAL RESPONSIBILITY AND DECISION MAKING:

The Administrative Coordinator will work closely with the Housing & Infrastructure Director and Manager to ensure all financial and administrative practices and reporting responsibilities are completed in an efficient and timely manner. The 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: Housing, Infrastructure and Emergency Management

CREATED: November 2022