

JOB DESCRIPTION

Youth Initiatives Administrative Coordinator

Social Services Department

SUMMARY:

The Administrative Coordinator will provide administrative support to the Youth Initiatives team. Under the supervision of the Youth Engagement Manager, 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 Oshkaatisak Youth 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 Youth Team.
- To maintain and update files on the NAN SharePoint.
- To develop a manual for the Oshkaatisak Youth Council that includes processes.
- To update the team with action items from meetings, inquiries, recommendations, and documents produced by the Council.
- To assist in preparation of briefing notes, annual reports, and program reporting as required.
- Some travel to remote (air accessible) First Nation communities and other locations as required.

OTHER JOB REQUIREMENTS:

To occasionally assist the Team with research, writing and analysis as directed; and other duties, as assigned.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: A post secondary education related to office administration or a related field.

Credentials: A Degree/Diploma in Office Administration or related field. Must possess a class 'G' driver's licence. Criminal reference and Vulnerable Sector Checks required.

Experience: At least one (1) year in a senior secretarial/administrative position or a combination of education and experience equivalent to the above.

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Knowledge: Some knowledge of community development is an asset. Fluency in a NAN dialect (Cree, Ojibway, or Oji-Cree) is an asset.

Effort: Excellent secretarial, interpersonal communication, word processing, note-taking, file management skills; Ability to execute, be a self-starter and follow through on tasks

ACCOUNTABILITY:

The Administrative Coordinator is responsible to the Youth Engagement Manager on a day-to-day basis and is further accountable to the Chief Administrator Officer for overall performance.

LOCATION OF WORK: Thunder Bay, ON

PORTFOLIO: Social Services

CREATED /LAST UPDATED: March 2023

