

## **JOB DESCRIPTION**

### **Office Coordinator**

#### **Health Policy & Advocacy Department**

#### **SUMMARY:**

The Office Coordinator will play a crucial role in supporting the department's administrative functions, ensuring smooth day-to-day operations, meetings and events, and contributing to the overall success of NAN's health initiatives.

#### **DUTIES:**

- Responsible for planning, coordinating, and completing administrative tasks pertinent to the Health Policy & Advocacy department.
- Responsible for coordinating and supporting meetings, workshops, information sessions, special events, conferences, and community visits including travel details.
- Coordinate logistics for events, including venue booking, catering, and liaising with participants.
- Prepare purchase orders, cheque requisitions, and expense claims accurately and in accordance with NAN policies and procedure for the Manager and Director's approval.
- Responsible for completing and maintaining departmental data and records, tracking departmental expenses, maintaining budget records, and compiling and organizing data for reporting purposes.
- Schedule day to day activities, meetings, and fulfill administrative obligations of the Health Policy & Advocacy team.
- Type, edit, and record meeting minutes and respond to general email inquiries, or refer to other staff as appropriate.
- Assist the Health Policy & Advocacy Manager and Director by providing administrative support and coordination.
- Provide support in the coordination and implementation of other NAN wide-health initiatives, in collaboration with other departments and staff within the organization.
- Serve as a liaison between the Health Policy and Advocacy Department and internal/external stakeholders.
- Work in accordance with the mandates provided to the Health Policy and Advocacy Department by the NAN Chiefs in Assembly.
- Work in cooperation with the NAN Health Policy & Advocacy staff to coordinate strategies and prioritize tasks.
- Conduct work in a culturally appropriate manner, sensitive to the customs, values, traditions, and practices of the NAN First Nations served by the department.
- Perform other duties as assigned by the Health Policy & Advocacy Manager and/or Director.

#### **COMPETENCIES AND QUALIFICATIONS:**

##### **Candidate must possess the following skills and attributes:**

- Education and/or demonstrated experience in office coordination, administration, or a related field.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Proficient in Microsoft Office Suite and other relevant software.

- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge of health policy and advocacy is an asset.
- Demonstrated ability to complete tasks and manage competing demands in a team setting.
- Demonstrated willingness to further develop competencies and the ability to progressively participate in a supportive, goal-oriented work environment.
- Fluency in a NAN dialect (Cree, Ojibway or Oji-Cree) will be considered an asset.
- Willing and able to travel as required.

## ACCOUNTABILITY:

The Office Coordinator is under the day-to-day supervision of the Director of Health Policy & Advocacy.

## LOCATION:

Thunder Bay or Timmins, ON

## PORTFOLIO:

Health Policy & Advocacy

## LAST UPDATED:

January 2024

