

JOB DESCRIPTION

Family Well-Being Administrative Coordinator

Social Services

The Family Well-Being (FWB) program is a prevention-focused initiative that provides guidance, coordination, training, and support to NAN First Nations in areas such as domestic violence, child welfare, youth justice, and overall health and well-being. This grassroots, community-led program aligns with the vision, mission, goals, and values of the Family Well-Being initiative.

The Family Well-Being Administrative Coordinator (FWB Administrative Coordinator) is responsible for coordinating, collecting, and tracking community-based financial reports and fundamental data elements, as well as assisting with reporting requirements for funders. This role also provides administrative support to the FWB program, including logistical planning and implementation of meetings, work plans, activities, workshops, training sessions, and program objectives. Additionally, the Administrative Coordinator supports the implementation of program performance measurements and evaluation processes.

Summary of Duties

The Administrative Coordinator will work under the guidance of the Program Manager, in collaboration with the FWB program team and community-based workers. The position will assist in implementing program goals, providing technical assistance to NAN communities, and delivering other administrative supports. Responsibilities include:

- Provide administrative support to the department, logistical planning and implementation for meetings, workplans, activities, workshops and training sessions and objectives.
 - Creating agendas and transcribe minutes.
 - Photocopying, organizing, and preparing materials for meetings.
 - Arrange/approving travel for staff (if required) in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing and/or approving purchase orders, preparing cheque reqs, honorariums and submitting vendor payments on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
- Draft and prepare various basic funding applications for Manager/Director review.
- Provide options and connect people with programs or information as needed and keep a contact list.
- Outreach to our 49 First Nations and develop, solidify, and maintain good working relationships.
- Collect and store department data in an efficient, organized, and confidential manner using SharePoint.
- Handle all department copy work, mail distribution, office supply ordering, and promotional goods ordering, faxing and mailing.
- Support the NAN Chiefs'-in-Assembly, and NAN activities as required.

- Review and summarize high level meeting notes to report back to management as part of de-briefing and/or future planning.
- Coordinate, attend and participate in de-brief meetings.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.
- Undertake and complete assigned projects and duties independently and effectively.
- Input documentation as required through scanning for record keeping in SharePoint.
- Shopping, tracking of all purchases of supplies, meeting materials, gifts and gift cards.
- Collect routine data from communities, partners, Program Officers, and Coordinators when required.
- Continuous update of sub-committees' advisory groups and task teams' distribution lists.
- Provide routine department training to new staff and act as the new employee guide as part of onboarding.
- Complete all mandatory training assigned.
- Other duties as required.

Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

Cross Training:

- This position can be cross trained with the Administrative Assistant or Program Assistant if the position exists in the department to cover absences from time to time.

Competencies And Qualifications:

Candidate must possess the following skills and attributes:

Education:

College Diploma or equivalent combination of education and experience in an administrative field is required.

Credentials:

Not Applicable

Experience:

3 years of relevant experience working in an office environment is preferred.

Knowledge:

- Position demands a pleasant disposition, flexibility, ability to multi-task, organize, problem solve, set priorities, enter data, and communicate effectively.
- Understanding of modern office technologies including word processing software, and basic spreadsheet development.
- Effective written and computer literacy
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and complete assigned projects and duties independently and effectively.
- Position must be familiar with current community resources.
- Sound knowledge of methods, techniques, or procedures that are commonly accepted practice in the predominant field of work.
- Some knowledge and interest in NAN communities, FN organizations and current events.
- Some knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anisininew or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

Working Conditions:

- Mainly working in a office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

Financial Authority

This position has the authority to approve up to \$10,000.00.

Accountability

This position is under the day-to-day supervision of the department Manager/Director with further accountability to the Chief Administrative Officer for overall performance.