

## **JOB DESCRIPTION**

### **Administrative Coordinator**

#### **Early Years**

##### Summary of Duties

This position provides high level administrative support to the management team of the Early Years department, including logistical planning of meetings, workshops and training sessions.

- Attend meetings with Director and Managers to document discussions and identify next steps, upcoming meeting dates and or priorities.
- Assist Director/Managers with schedules/calendars and upcoming meetings, events etc
- Ensure NAN calendar is updated and the departments upcoming meetings, events, travel, are communicated to appropriate departments.
- Develop and distribute agendas, meeting materials, and minutes from previous meetings
- Take concise meeting minutes and transcribe into to report back to management as part of de-briefing and/or future planning.
- meeting report. Photocopy, organize, and prepare materials for meetings, trainings and workshops. Complete travel and accommodation requests for management and staff, workshop/training delegates and committee members.
- Organize registration and any follow up for workshop/training delegates and committee members and keep a detailed and up to date contact list.
- Book venues, meeting rooms and arrange catering. Complete purchase orders for approval , prepare cheque requisition, honorariums and submit vendor payments on behalf of the Manager/Director. Correspond with internal and external partners that attend meetings, conferences etc.
- Assist Director/Managers with writing correspondence and funding applications,
- Direct correspondence and requests to appropriate staff. Provide correspondence to NAN First Nations when directed 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 photocopying,, mail distribution, office supply ordering, and promotional goods ordering including tracking of all purchases of supplies, meeting materials, gifts and gift cards.
- Coordinate, attend and participate in de-brief meetings.
- Attending all organizational meetings as requested and adhering to NAN policies, procedures, and protocols.

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- Undertake and complete assigned projects and duties independently and effectively.
  - Input documentation as required through scanning for record keeping in SharePoint.
  - Shopping, Collect required data from communities, partners, Program Officers, and Coordinators when required.
  - Provide onboard training to new staff and mentor new employees .
  - Complete all mandatory training assigned.
  - Support the NAN Chiefs'-in-Assembly, and NAN activities as required
  - 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 First Nation culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin 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 an 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 with further accountability to the Chief Administrative Officer for overall performance.