

JOB DESCRIPTION

Administrative Coordinator

Reclamation and Healing

The ideal candidate to fill the position of the Reclamation and Healing Administrative Coordinator, will have an in depth understanding and knowledge of the residential school system and the legacy it has left behind. They will understand the social impacts and trauma that were inflicted upon Indigenous children who attended these institutions. They will understand the history of colonialism and the importance of reconciliation of this history, as this knowledge is paramount in serving the people of Nishnawbe Aski Nation. They will have meticulous organization skills and must be proficient with using Microsoft Office products and various virtual meeting platforms. They will provide administrative support and various coordination duties to the Reclamation and Healing Department. They should be familiar with various class action suits associated with the Residential School System, Indian Boarding homes, Indian Day School, and class actions pertaining to the First Nations Child and Family Services and Jordan's Principle Settlement.

Summary of Duties

This position provides high level administrative support to the Manager or the Director of the department.

- 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 travel for staff in the department as well as for the delegates.
 - Being the liaison for NAN registration.
 - Booking venues, arrange catering.
 - Completing purchase orders, preparing cheque requisitions, honorariums and submitting vendor payments on behalf of the Manager/Director
 - Correspondence with internal and external partners that attend meetings, conferences etc.
 - Networking and coordination of speakers, facilitators, emcees, consultants, etc. related to events, workshops, meetings, and gatherings.
- Assist in the completion of applications for active Class Action Suits within the department.
- Draft and prepare various funding applications/reporting 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.

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- Handle all department copy work, mail distribution, office supply ordering, and promotional goods ordering, faxing and mailing.
 - Support the NAN chief's assembly, and NAN activities as required.
 - Complete, 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 a valid G-Class driver's license, a clean driver's abstract, and reliable transportation.
- Must be able 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, university degree in office administration or similar discipline 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.
- Knowledge and interest in NAN communities, FN organizations and current events.
- Knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Oji-Cree or Ojibway) an asset.

Effort:

- Light physical effort on a frequent basis with some heavy lifting (up to 50lbs) or moving 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.
- May require working within communities, away from home or office for extended periods.
- 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.