

JOB DESCRIPTION

Office Coordinator

Social Services Strategic Advancement

SUMMARY:

The Social Services Strategic Advancement department requires a dynamic Office Coordinator with the right combination of skills and experience. The Office Coordinator position is to provide high level administrative support specific to Social Services Strategic Advancement Manager. The Office Coordinator will assist in the planning, organizing and facilitation of the Chiefs Committee on Children, Youth and Families and other relevant meetings under this portfolio. The Office Coordinator will work with the Senior Policy Analyst and Director and provide guidance, assistance, distribution of resources, and other support as needed to the NAN communities. The Office Coordinator will assist the Social Services Strategic Advancement Department with administrative duties as required.

DUTIES:

- Open and distribute incoming regular electronic mail/email and other material and coordinates the flow of information internally and with other departments and organizations. Prepares replies on routine matters. Respond to requests for information.
- Schedule meetings, book rooms and organize video/teleconferences for department or committee members ensuring that all necessary arrangements are made. Committee support includes creation and distribution of agenda, recording and preparation of meeting minutes, coordination of follow-up required, dissemination of documents, etc.
- Undertake routine administrative tasks including arrangements for printing, photocopying, collation of documents, coordinating catering, travel arrangements, distribution of cheques and completing relevant reconciliations.
- Using approved NAN standard procedures, develop, update and maintain electronic files, in order to retrieve information using knowledge of filing systems and retrieval.
- Provide high level administrative support to NAN Chiefs Committees, bilateral tables and working groups; support including preparation of memos, briefing notes, letters maintain confidential electronic archives; prepare correspondence; record minutes and monitor follow-up actions.
- Work with the NAN Communications department in the development of program materials as required
- Communicate effectively with department staff, and other internal department staff while maintaining confidentiality.
- Be familiar with current community resources, provide options, referrals and connect programs as needed.
- Develop and maintain good working relationships with NAN communities and/or outside agencies.
- Assist in the planning of conferences, meetings, or training sessions.
- Attend meeting, workshops, or other events, as required.
- Coordinate department staff calendars/schedules.
- Assist with the evaluation framework and data collection related to current program/s.
- Assist team with Research, and review of provincial and federal government initiatives, legislation, policy and operational plans which affect the program.

OTHER JOB REQUIREMENTS:

All other duties, as assigned.

COMPETENCIES AND QUALIFICATION:

Candidate must possess the following skills and attributes:

Education: Postsecondary education preferably in Office Administration, Business Administration or other administrative-related discipline and minimum of 2 years' experience in an administrative position or an equivalent combination of education and experience is required.

Credentials: A postsecondary diploma preferably in Office Administration, Business Administration, or other administrative-related discipline.

Experience: 2 years' experience in an administrative position or an equivalent combination of education and experience required. Demonstrated time management skills. Demonstrated experience recording and transcribing formal and/or informal minutes is required. Experience working with First Nation Communities, Tribal Councils.

Knowledge: Proficient in Microsoft Office (Word, Excel, PowerPoint and Teams). Strong writing, editing, and proofreading skills. Ability to speak a NAN Language (Cree, Ojibway, or Oji-Cree) is an asset.

Effort: The position demands a high degree of skill in organization, multi-tasking, and priority setting. Ability to deal with people sensitively, tactfully, diplomatically, and professionally always. Ability to effectively communicate both verbally and in writing. Ability to respond quickly in a dynamic and changing environment. Ability to work individually as well as part of a team. High flexibility with strong interpersonal skills that allow one to work effectively in a diverse environment. Travel to remote First Nation communities/various meeting locations is required.

ACCOUNTABILITY:

The Office Coordinator is under the day-to-day supervision of Manager of Social Services Strategic Advancement, the Senior Policy Analyst and Director with further accountability for overall performance to the Chief Administrative Officer.

LOCATION OF WORK: Thunder Bay, ON

PORTFOLIO: Deputy Grand Chief, Bobby Narcisse

CREATED /LAST UPDATED: March 2023

