



Administrative Coordinator Job Posting

TITLE: Administrative Coordinator
DEPARTMENT: Administration
LOCATION(S): 661 Main Street
SALARY RANGE: \$40,000- \$45,000
REPORTS TO: Executive Director
HOURS: 40 hours per week

POSITION SUMMARY

Reporting to the Executive Director, the Administrative Coordinator provides executive support to the Main Street Project Board of Directors, the Executive Director and Director Team. The Administrative Coordinator implements and oversees administrative systems and procedures, daily administrative operations and coordinates and monitors administrative projects.

KEY RESPONSIBILITIES

Executive & Program Support

- Resolves administrative problems by analyzing information, identifying and communicating solutions
- Organizes, prioritizes and delegates the administrative requests and activities for the agency
- Independently oversees daily administrative operations including working closely with and providing direction to other administrative support staff in a professional and collaborative manner
- Ensures work and flow of information is performed accurately, efficiently and expeditiously, and in ways that optimally support the Director Team's efforts to achieve organizational objectives most effectively
- Provides general administrative support to the Director Team
- Maintain Director Team member's calendars, including task reminders, of commitments and ensures that all pertinent material/ information is available and organized
- Organizes and prioritizes independently the administrative activities for the Executive Director and ensures that all work is completed within established timeframes
- Prepares notices of assigned meetings, agendas, minutes and relevant background information and distributes in a timely manner
- Attends meetings (flexible hours required) to record minutes and follow-up on action items results from the meetings
- Assists in the preparation of proposals, reports and additional documentation as required
- Assists in development, formatting, proofreading and editing a variety of material including but not limited to: correspondence, minutes, agendas, manuscripts, policies, and preparation of presentations
- Designs, creates and implements professional and standardized templates, spreadsheets, forms, and letters
- Communicates regularly with the Executive Director including regular check-in meetings
- Ensures proper authorization has been obtained by relevant directors as part of all department operations
- Other duties as assigned

Board of Directors Support

- Coordinates and schedules monthly board meetings, committee meetings, and all meetings required and requested by the board of directors
- Works with Executive Director and board members to draft all agenda's circulate minutes, and ensure board members have all information required to participate fully in meetings
- Prepares and circulates monthly board package in consultation with executive director
- Maintains board of directors share points and all filing
- Prepares all materials, letter, and other documents required for or by the board to perform their duties
- Coordinates board members schedules for meetings, trainings and other board functions



Administrative Coordinator Job Posting

SKILLS & SPECIFICATIONS

- Demonstrates professional and prolific traditional and electronic communication (including letter writing, minute taking, telephone and in-person communication, fax and email correspondence)
- Demonstrated ability in electronic database record keeping and document management, including electronic network files management, including demonstrated professional ability working with stakeholders of these documents
- Proven ability in taking working notes and then creating, implementing and maintaining professional looking templates and procedure documents, including creating standard forms
- Experience in scheduling and coordinating meetings; recording and preparing minutes and agendas
- Skilled communicator with excellent oral and written communication skills and the ability to professionally communicate with diverse individuals
- Proven ability to manage numerous tasks and projects simultaneously including the ability to coordinate, delegate, and monitor the completion of administrative work
- Motivated, self-starting, detail oriented and exceptional organization and time management skills
- A hands-on, forward-thinking planner and problem solver, capable of anticipating and dealing with challenges proactively
- A team player that willingly and enthusiastically provides support and mentorship
- Ability to handle highly confidential material and matters professionally
- Ability to work varying hours to accommodate board meetings, special events, etc.

QUALIFICATIONS

- Degree or diploma in Business or Office Administration.
- Equivalent combination of education and experience will be considered
- Two years' experience in an administrative position, specific to health care or human services will be considered an asset
- Ability to apply Harm Reduction and Housing First philosophies in their day-to-day work and interactions
- Knowledge of the effects of poverty and the detriments of health is essential
- Knowledge of Indigenous Culture
- Satisfactory Criminal Record with clear Vulnerable Sector Search, and a clear Adult Abuse Registry Check required
- Valid Driver's License required

APPLICATION PROCESS:

When emailing your application, be sure to indicate the correct position information in the **subject line** when applying:

Submit required documentation to	hr@mainstreetproject.ca
Required Documentation	Resume, Cover Letter, Education Credentials
Closing Date	July 25, 2022
Subject Line	Administrative Coordinator

Main Street Project recognizes the importance of building a workforce that is reflective of the community it serves, where culture, language and perspectives drive a high standard of care and service. Therefore, preference will be given to Indigenous people and those who reflect the people/population we serve. Applicants are asked to self-declare in their cover letter along with describing how they meet the above qualifications.

We thank all applicants but only those selected for an interview will be contacted.