



**main  
street  
project**

## JOB POSTING FILING COORDINATOR (TERM)

**TITLE:** Filing Coordinator

**LOCATION:** 661 Main Street

**DEPARTMENT:** Administration

**REPORTS TO:** Executive Director

**WAGE:** \$18 per hour

**TERM:** Term until March 31, 2023

### POSITION SUMMARY

The Filing Coordinator is responsible for implementing the new Main Street Project file management systems, retention and destruction policy. This position will review all MSP filings, document storage and develop a full filing system for the organization. This position will digitize documents where appropriate and ensure that MSP files are well organized and managed. Once all files are reviewed a process to track and document destruction of files in line with MSP policy will be implemented.

### JOB DUTIES & RESPONSIBILITIES

- Review all MSP file storage areas: sort through files, identifying if and how a file should be stored or destroyed based on MSP's filing policy
- Organize files according to dates, content and/or significance
- Document all files to be destroyed, ensure they are appropriately disposed
- Work with program area managers to develop an agency wide filing system.
- Develop efficient processes for continued file management, storage and organization.
- Scan and upload files to digital filing systems
- Create or update records with new information

### ELIGIBILITY REQUIREMENTS & QUALIFICATIONS

- Strong organizational skills and high level of detail orientation to maintain all necessary documentation and meet deadlines and requirements.
- Ability to work independently and in a team environment with good interpersonal skills.
- Strong computer skills and ability to quickly learn MSP processes and technology assets.
- Experience working or volunteering with community organizations, individuals experiencing homelessness, mental health related issues, or with those living in poverty an asset.
- Ability to perform some physical work, e.g. moving boxes of files from one location to another.
- Ability to communicate effectively with community members, volunteers and co-workers.
- Satisfactory Criminal Record Check with Clear Vulnerable Sector Search and Clear Adult Abuse Registry Check required.

**APPLICATION PROCESS:**

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

<b>Submit required documentation to:</b>	<a href="mailto:hr@mainstreetproject.ca">hr@mainstreetproject.ca</a>
<b>Required Documentation</b>	<b>Cover Letter &amp; Resume</b>
<b>Subject Line</b>	<b>Filing Coordinator Term</b>

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.