



JOB POSTING



AGENCY ADMINISTRATIVE COORDINATOR FULL TIME TERM POSITION

**Position will be reviewed prior to end of term and may become permanent
35 HOURS PER WEEK**

This position is responsible for the provision of a comprehensive set of support functions for the Executive Director, the Boards of Directors, Finance and Human Resources, and other area of management as needed. This may include management of the executive director's schedule, minute taking, organizing and maintaining electronic and paper files and databases, overseeing and updating policies and procedures, data entry (financial), and compilation of statistics and reports.

QUALIFICATIONS:

Education and Experience

- Degree or Diploma in Business or Office Administration preference will be given to Accounting majors
- Three to Five years experience in an administrative support position (health care or not for profit preferred)
- Or equivalent combination of education and experience

Technical and Professional Skills

- Proficiency with computerized systems (Microsoft Excel, Word, PowerPoint, Publisher and Outlook application software) and experience with e-mail and computerized calendars is essential.
- Proficient in using a computerized accounting package, preference to those with experience using Microsoft Dynamics GP
- Proficiency in electronic (database) record keeping and document management.
- Experience compiling statistics and entering financial data.
- Proven proficiency in creating, editing and formatting detailed documents, reports and presentations.
- Experience in scheduling and coordinating meetings; recording and preparing minutes and agendas.
- Good focus on process and detail.
- Experience developing and overseeing policies and procedures.
- Skilled communicator with excellent oral and written communication skills and the ability to communicate with all levels of people in a diverse organization.
- Proven ability to manage numerous tasks and projects simultaneously and coordinate, allocate and monitor the completion of administrative work.

Leadership Skills:

- 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 as required.
- Ability to handle highly confidential material and matters.

RESPONSIBILITIES:

Reporting jointly to the Executive Director and the Director of Finance and Human Resources, and working in conjunction with the Director of Administration for Klinik. The job duties include:

Finance and Administrative Support

- Data entry and support for accounts payable and receivables, donations, journal entries, cheques, receipts, and bank deposits.
- Compiles and enters statistics for reporting (from various sources such as EMR, Google and iCarol).
- Manages office ordering of supplies and materials and distributes/prepares as required.
- Oversees maintenance, readings, and use of administrative office equipment including; photocopier, computers and phones. (SERC only)
- Reception and call management duties when required.

Executive Administrative Support

- Maintain Executive Director's calendar and ensures that all pertinent material/ information is available and organized.
- Organizes and prioritizes independently, the secretarial/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 (this may include Board meetings, committee meetings, management meetings and staff meetings depending on organizational need). Attends meetings, as required, to record minutes and follow-up on items results from the meetings.
- Coordinates the development and utilization of administrative resources (e.g. shared drive), reporting systems, and organizational policies and procedures.
- Assists in the preparation of proposals, reports and additional documentation as required.
- Assists in development, formatting and proofreads a variety of material including: correspondence, minutes, agendas, policies, procedures and presentations.
- Designs templates, spreadsheets and form letters.
- Supports external communication through management of mailing lists and software, both electronic and non-electronic.

Program Support

- Accomplishes department and organization mission by ensuring work and flow of information is performed accurately, efficiently and expeditiously, and in ways that optimally support both Management Team's efforts to achieve organizational objectives most effectively.
- Resolves administrative problems by analyzing information, identifying and communicating solutions.
- Organizes, prioritizes and allocates the secretarial/administrative requests and activities for SERC, and does so in conjunction with the Director of Administration for Klinik.

Other

- May be required to perform other duties and functions related to this job description not exceeding above stated skills and capabilities.

Administrative Responsibility and Accountability

- Provides supervision, mentorship, orientation, observational and participation opportunities to students, volunteers and clients ensuring that program goals and objectives are met;
- Maintains productivity standards and practices effective time management and prioritization of work;
- Completes relevant administrative functions and documentation (i.e. educational requests, vacation requests, incident reports, and expense accounts);
- Actively participates in relevant meetings and committees;
- Participates in the orientation and training of new staff and volunteers when relevant;
- Demonstrates discretion and tact when dealing with highly confidential materials and matters
- Other related duties as assigned by, and negotiated with, the Management Team

WORKING CONDITIONS:

This job, which is primarily located at the SERC Winnipeg office, requires sitting at a computer desk and terminal to complete the majority of the work. It also contains some components that require mobility throughout the building.

STARTING SALARY RANGE: \$25.108 to \$28.083 per hour

DURATION OF TERM: Date of hire to January 1, 2017 (may become permanent)

HOURS OF WORK: Monday to Friday 8:30am to 4:30pm (some evenings and weekends may be required)

PLEASE SUBMIT RESUME BY December 7, 2015 TO:

Nicole Chammartin, Executive Director
Sexuality Education Resource Centre MB
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