



JOB DESCRIPTION

JOB TITLE: Executive Administrative Coordinator

JOB SUMMARY: Under the direction of the Executive Director (ED) and the Associate Executive Director (AED), the incumbent will provide daily assistance to both. Additionally, for work done on behalf of the Society's Board of Directors' a direct report to the President or the designated Board Member may be required.

Employees and volunteers of the Lakes District Family Enhancement Society are expected to help maintain the organization's positive culture. Therefore, a key aspect of this position is working cooperatively and collaboratively with a variety of individuals in a caring, approachable, non-judgmental manner that encourages others to feel comfortable and respected.

RESPONSIBILITIES

Primary:

- Research, design, and write drafts for a variety of resources including proposals, marketing and presentation materials, program documents, reports, charts, job descriptions and a host of related tasks for both hard copy and online publications
- Organize information in a professional manner
- Assist with research, documents, and correspondence for the Board of Directors
- Create strategies and content for advertising and donor appeal
- Provide a variety of direct tasks and supports to programs as needed

General:

- Engage and participate in Link activities with other staff, stakeholders, and clients with respect
- As a Link representative, promote the mission and vision of the organization as well as adhere to the core values
- Ensure all participants feel welcomed and respected at all times
- Ensure the protection of privacy for all clients, volunteers, staff, board members, and stakeholders
- Other related duties as assigned

Care of Society Records

- Ensuring the Society's records and information are properly secured, and all aspects of the Society remain confidential and include the following:
 - Personal information obtained as a regular part of service provision is considered confidential and with this comes the professional responsibility to protect the confidentiality of the information
 - Information removed from the designated Society location must be protected

QUALIFICATIONS/SKILLS:

- Degree in a related field or related post-secondary education with 2 years of relevant experience
- Advanced organizational and interpersonal skills
- Strong computer skills with Office 365 experience, AI experience an asset
- Ability to multitask and respond quickly and positively to changing demands
- Capacity to research and interpretate complex content to apply to a wide range of tasks
- Exceptional written and verbal skills required for the effective execution of specific outputs
- Excellent judgement and attention to detail
- Respectful and culturally sensitive practices, with an understanding of local First Nations
- Proven ability to deliver services with a caring, approachable, non-judgemental demeanor which encourages clients, team members and others to feel comfortable and respected
- Ability to work with minimal supervision and in varying environments
- Ability to handle information in a confidential and professional manner

WORKING CONDITIONS

- May be required to work evenings and weekends
- Willingness to work in various programs as needed
- Use of personal computer and cell phone may be required
- Office use and location may fluctuate

SPECIAL CONDITIONS:

- Initial and on-going employment is subject to submission of a clear Criminal Record Check
- Must possess valid class 5 driver's license and satisfactory driver's abstract
- Provide services and interactions reflective of the Society's Core Values
 - *Respectful, inclusive services that focus on improving the quality of life for all members of our communities.*
 - *Supportive environments that are thoughtful, non-judgmental, considerate and solution focused.*
 - *Reflective and dynamic practices that allow services to best meet the needs of those the Society serves.*
 - *Dignified, respectful, caring and understanding services that ensure a welcoming environment.*
 - *A commitment to reconciliation and decolonization through the adoption of the United Nations declaration on the rights of Indigenous peoples, setting out concrete actions on the Truth and Reconciliation Commission's calls to action and to learn from and support local Indigenous communities.*