



Nechi Institute: Centre of Indigenous Learning
P.O. Box 2039 Station Main
St. Albert, AB T8N 2G3
Fax: 780-458-1883
Email: nechi@nechi.com

ADMINISTRATIVE COORDINATOR

Reporting directly to the Chief Executive Officer the Administrative Coordinator will be the primary point of contact on all matters pertaining to the Chief Executive Officer. The Administrative Coordinator will be **professional**, creative, organized, reliable, and supportive of all administrative tasks for the organization, Chief Executive Officer, Educational Coordinator, and Training Coordinator. The ideal candidate will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, adept with administrative tasks, employ leadership, and excellent organizational skills. The Administrative Coordinator must be able reliable and able to work well under pressure to balance multiple priorities, and at times to handle a variety of activities and confidential matters with discretion.

PRIMARY RESPONSIBILITIES (as per organizational directives)

- Effective management of all administrative requirements including but not limited to:
 - Manage the front desk switchboard, information requests, responding and forwarding all calls to appropriate staff.
 - Complete a number of administrative tasks for the Chief Executive Officer, Educational Coordinator, and Training Coordinator as necessary to ensure appropriate work flow.
 - Provide smooth communication between the CEO's office with the Accounting, Educational Coordinator and Training Coordinator, as well external agencies, demonstrating leadership to maintain credibility, trust and support with staff.
 - Pursue and collect all information for offsite contracts as opportunities present themselves and provide information in a timely manner to the Educational Coordinator.
 - Prepare materials and attend marketing events to promote the organization, as required.

SECONDARY RESPONSIBILITIES (as per job description)

- Works closely and effectively with the CEO's office on upcoming commitments and responsibilities, and following up appropriately. Drafting acknowledgement letters, correspondence and other task that facilitate the CEO's ability to effectively lead the institution.
- Provides leadership to build and cultivate relationships crucial to the success of the institute, and manages special projects as necessary.
- Compiles, types and submits quarterly reports, including but not limited to the Newsletter, Annual Report, division reports from information provided by the CEO and staff.
- Complete arrangements including: managing appointments; completing expense claims; composing and preparing correspondence; arranging travel plans, itineraries, agendas, and meeting minutes for all staff and Board as directed.

QUALIFICATIONS

- Minimum five years of experience with a Post-Secondary Degree in Business Administration, Commerce, Education, or Health, equivalencies and long term experiences will be considered.
- Effective and clear communication skills, both oral and written.
- Effective and efficient organizational skills with the ability to work with minimal supervision.
- Public relations and client service experience is essential.
- Task-oriented with the ability to initiate and maintain procedures and systems to enhance effectiveness and efficiency and have a demonstrated ability to function well with pressure to complete tasks within time lines.
- Excellence in the use of Microsoft Office programs with a demonstrated willingness and aptitude to learn additional software as required.
- Knowledge and understanding of social media, website administration, and marketing are considered assets.
- Knowledge and understanding of Indigenous culture and traditional values is a definite asset.
- Reliable transportation and a valid driver's license, with ability to travel as required.
- Provide a clean security screening and criminal records check.

It is an expectation that all employees role model the qualities inherent in the Institute: honesty, integrity, sound judgment and a sincere commitment to healing and addictions-free lifestyles. In this spirit, Nechi Institute requires, as a condition of employment, all employees agree to abstain from the use of alcohol and/or illicit drugs at all times. Interested individuals should forward a cover letter, resume, salary expectation, and three (3) employment references to the Chief Executive Officer.

APPLICATION DEADLINE: December 8, 2017

SALARY TO COMMENSURATE WITH EXPERIENCE AND QUALIFICATIONS

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We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.
No telephone calls please!