

JOB DESCRIPTION

Job Title: Administrative Coordinator

Classification: Bargaining unit – grid 12

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Author: Valery Puetz

Job Location: Rose Harbour

Supervisor: Executive Director

Status: regular part time

Job Profile

Job Summary:

The Administrative Assistant supervises clerical staff and participates in their recruitment and selection. She performs administrative tasks and oversees office systems and procedures for all programs of the Campbell River and North Island Transition Society

Job Duties:

1) Supervision

- Assigns work, provides direction to clerical staff and ensures that assigned tasks are completed.
- Ensures effective and appropriate clerical staff coverage
- Orients and trains clerical staff
- Monitors the performance of clerical staff. Provides feedback on their performance and conducts performance evaluations.
- Participates in the recruitment and selection of clerical staff by performing duties such as advertising vacancies, screening resumes, interviewing applicants and providing input on selection.

2) Administration

- Evaluates, develops and recommends office procedures and practices to senior management.
- Ensures that approved office policies, practices and procedures are understood and followed.
- Performs a variety of secretarial duties such as drafting and typing routine correspondence, arranging meetings and taking minutes.
- Collects, researches, organizes and summarizes data from a variety of sources and produces reports such as program status and board reports.
- Maintains client, program and staff information using spreadsheet and or database software.

- Produces ad hoc reports as required by the supervisor by identifying and organizing the required information, compiling data, designing format, and printing reports.
- Oversees society IT needs.

3) Financial

- Tracks office and program expenditures by recording expenses, alerting the supervisor to budget overruns and unusual expenses and authorizing purchases.
- Maintains a variety of financial records such as petty cash funds, purchase orders and cheque requisitions.
- Assists with bookkeeping when necessary
- Processes society membership applications and receives donations according to policy and procedure.
- Maintain high accuracy and ethics in handling donor funds or gifts in kind.

4) Communication

- Responds to outside inquiries about services offered by CRNITS
- Participates in special events and other community fundraising events
- Co-manages, with the Executive Director the Society website and other social media
- Greets clients, visitors and others in a friendly, non-judgmental manner.

5) Miscellaneous

- Abide by CRNITS code of ethics and philosophy
- Abide by CRNITS Policy and Procedures
- Promote the growth and development of the Society and work to ensure the good reputation of the Society
- Maintain confidentiality according to Policy and Procedures
- Maintain current knowledge of issues related to the abuse of women and children and commit to a feminist approach when working with clients and the community
- Maintain current knowledge of office software and applications
- Other related duties

Working Conditions

Work is primarily performed at the Rose Harbour community office and hours of work will be during regular office hours. There will be need to attend Ann Elmore House and Transitions Store in the performance of work duties. Personal transportation is required for errands. There may be occasions that require working outside regular hours.

Human Profile

Technical Skills

Experience

- Minimum of 4 years related experience, including 1 year supervisory
- Experience working with current computer software
- Experience in, and working knowledge of, non-profit organizations, applicable legislation, policies and issues surrounding community based programs
- Experience handling money and basic bookkeeping

Qualifications/Training

- Completion of grade 12
- Business administration diploma or equivalent
- Excellent oral, written, and interpersonal communications skills
- Well developed planning, organizing and administrative skills
- Knowledge and understanding of abuse of women and children
- Excellent computer knowledge and skill with typical office software

Requirements

- Transportation
- Satisfactory Criminal Record check

Performance Skills

Physical Demands

- Able to work in a busy environment
- Able to lift up to 40 pounds

Mental Demands

- Able to apply a feminist perspective
- Has initiative to create workload
- Respectful in all communication with clients, staff and other agencies