NORTHERN NISHNAWBE EDUCATION COUNCIL

EMPLOYMENT OPPORTUNITY

ADMINISTRATIVE COORDINATOR
Thunder Bay, ON

The Administrative Coordinator is an experienced professional responsible for providing support as directed by the Executive Director of Northern Nishnawbe Education Council or their designate. The Administrative Coordinator is required to maintain confidentiality, to exhibit professionalism and to work effectively both independently and as part of a team. The Administrative Coordinator will possess excellent interpersonal and organizational skills and will perform their duties efficiently and accurately.

RESPONSIBILITIES:

- Draft internal memos, prepare reports, letters, memoranda, correspondence and other documents for Executive Director and Senior Managers
- Plan meetings and take detailed minutes
- Manage phone calls, collect/provide information as requested
- Schedule appointments, update calendars, and make travel arrangements for the Executive Director and Senior Management
- Prepare and code purchase orders, cheque requisitions, maintain petty cash, monitor costs and expenses to assist with budget preparation
- Oversee the implementation of administrative policies, handle confidential information, and ensure compliance
- Work with the Executive Director and Senior Management to execute organizational initiatives
- Coordinate Board, Committee and Annual General Meetings, inform Board Members, affiliated First Nation Organizations and member First Nations of upcoming meetings and arrange travel as required
- Other related duties as assigned

QUALIFICATIONS:

- Post-secondary degree/diploma in business and/or administration
- Proven work experience as an Administrative Coordinator, Administrator, Coordinator or similar role
- Experience with office management software like MS Office (MS Excel and MS Word, Email and Teams specifically) and Google Workspace.

- Strong organizational skills for managing multiple tasks and deadlines effectively
- Excellent written and verbal communication skills for professional correspondence
- Demonstrated leadership abilities to manage and guide administrative staff
- Ability to take direction and work with minimal supervision
- Knowledge of First Nations, First Nations Organizations, and/or Education

SALARY: $65,556 to $80,626
All staff are compensated 13 weeks of vacation either with vacation days, monetary compensation or a combination of both.

**NNEC thanks all applicants in advance; however, only those selected for an interview will be contacted. NNEC requires a Criminal Record Check and/or a Vulnerable Sector Check for all positions. This advertisement is to fill a current vacancy and will remain open until filled. Please submit your cover letter, resume and three references (with written permission for NNEC to contact) to Human Resources, NNEC Head Office, fax (807) 582-3865 or by email to humanresources@nnec.on.ca