

Administrative Coordinator Opportunity

Summary:

The Administrative Coordinator, based in Toronto, will be an integral part of NATOA, providing administrative support to the CEO, when needed the Board of Directors, members and corporate partners. This role is designed for a high-energy individual with a keen eye for attention to detail.

Responsibilities:

- Perform general administrative duties such as calendar management, answering phones and keeping event/workshop registrations up to date.
- Coordinate the support required for all meetings hosted by CEO. Schedule/maintain meeting planners in MS Outlook, create agendas based on information provided by the Board of directors and CEO.
- Coordinate travel arrangements including flight, hotel and ground transportation
- Updating mailing and contact lists
- Update certain materials as requested
- Coordinate meeting logistics for out of province meeting

Requirements:

- Professionalism. Positively represent the CEO and Board of Directors. Navigate across the organization to assist in responding to external or internal requests.
- Strong communication skills. Execute responsibilities, Maintain ongoing and open communication; be proactive, flexible, positive and receptive to feedback. Seek to understand the full picture and end goal behind each task being performed.
- Flexibility. Administrative Coordinator should be flexible and know how to modify his/her approach to achieve the best end results; not every request falls into an exact procedure.
- Strong team oriented attitude. Act as a contributing member of the team, helping to deepen relationships (external and internal) and improve team processes.
- Must be highly organized, detail oriented with multi-tasking and follow-through skills
- Ability to prioritize and handle multiple tasks simultaneously in a fast-paced environment
- Proficiency with MS Office;
- Positive, high energy, enthusiastic and professional attitude
- Client service and resourcefulness
- Work independently, as this job is working remotely

Considered an Asset

- Demonstrated experience working with diverse cultures
- Established connections within the Indigenous business community and non-profit is an asset;

To Apply:

- Please submit your resume and cover letter to info@natoa.ca on or before February 28th, 2020. via email, with "Administrative Coordinator" in the subject line. We would appreciate no phone calls or agencies.
- We would like to thank all applicants for applying for this position, however you will only be contacted if your candidacy is being considered. NATOA is committed to an inclusive and accessible recruitment and selection process.

Job Type:

- This is a contract position working 30 hours per week ending June 30, 2020 with option to renew.
- working remotely from home

Salary \$30K-\$35K