



The Ottawa Aboriginal Coalition acknowledges that we are on unceded Algonquin-Anishinaabe territory.

OTTAWA ABORIGINAL COALITION
INUIT VIOLENCE AGAINST WOMEN SHELTER

DRAFT Job Posting
Administrative Support

Position Summary

Under the supervision of the Executive Director, the Administrative Support is responsible for supporting the Executive Director in her duties. She is also responsible for updating organization policies and procedures with direction from the Executive Director, ensuring office supplies are in stock, managing office equipment and providing administrative support to the management team. She is also responsible for supporting the Board of Directors functioning, through the direction of the Executive Director.

Preference will be given to Inuit or Indigenous candidates.

Key Responsibilities

- Ensure Inuit culture, language and Inuit Societal Values are meaningfully reflected in her work.
- Open and distribute incoming regular and electronic mail and other material and coordinate the flow of information internally.
- Answer the business telephone and e-mail inquiries and relay telephone calls and messages
- Set up and maintain manual and electronic filing systems.
- Coordinate and plan for all office services and inventory including equipment, supplies and forms.
- Maintain an accurate list of members of the Board of Directors and committees of the Board.
- Assist in preparing agendas for approval by the President of the Board of Directors.
- Circulate and store minutes of the Board of Directors.
- Assist the Executive Director and Board of Directors with the planning of the Annual General Meeting.
- Assist the Executive Director and Board of Directors with Board recruitment and orientation.
- Prepare and distribute notices and minutes of the Annual General Meeting.
- Support staff with administrative requests and day-to-day operational needs.
- Liaise with external companies for the purchase of office supplies within the approved budget
- Coordinate the shipping and receiving of office supplies.
- Maintain accurate records of office expenses, including the submission of receipts and invoices.
- Assist in developing the office administration budget in collaboration with the Executive Director and HR/ Finance Administrator.
- Other duties as required.

Qualifications and Experience

- Post-secondary education or relevant administrative experience.
- Post-secondary education, preferably in an administrative field or equivalent in experience, education, and training.

- Proven organizational skills.
- Proven ability to work independently and within a collaborative team approach.
- Ability to handle sensitive information with discretion.
- Satisfactory background checks is required
- Experience in Indigenous, nonprofit, shelter or social-service environments is an asset.
- A combination of these qualifications will also be considered.

Preferred Qualifications

- Speaking Inuktitut is an asset
- Valid driver's license and access to own vehicle required
- Current First Aid / CPR Certification

For more information and to apply for the job once it becomes open, please go to the OAC website at:

www.ottawaaboriginalcoalition.ca

-