

**NEPEAN HOUSING CORPORATION
JOB DESCRIPTION**

TITLE: Administrative Coordinator (NEW)
CREATED: June 2021

SUMMARY:

Responsible for providing administrative support to the management team and Board of Directors.

DUTIES:

Under the supervision of the Executive Director, the Administrative Coordinator will perform the following duties:

1. Management Support:

- Assist the Executive Director with the preparation and distribution of Board and Board Committee reports and packages and any other reports / correspondence, frequently of a confidential, strategic and/or specialized nature, from notes or handwritten material as required
- Manage calendars for management, including coordinating/scheduling meetings with internal and external stakeholders.
- Take minutes at various meetings (may require after-hours work)
- Prepare and maintain reports, handbooks and memoranda as requested by management; including but not limited to tenant newsletter, annual report and tenant handbook
- Prepare weekly recaps for all NHC staff to remain updated between staff meetings
- Assist the Executive Director and other management staff with funding proposals and prepare documents as required
- Co-ordinate with the Finance Department regarding cheque signing dates and assist
- Co-ordinate records management by ensuring that NHC record management policies are adhered to, including timely archiving of files; ensure that corporate filing is up-to-date, file cabinets are in order
- Coordinate travel arrangements for staff members for conferences and workshops as required
- Coordinate and schedule online meetings as required

2. Board Support:

- Ensure all legal requirements are met by submitting annual filings to Ontario Consumer and Commercial Relations
- Provide support to the Board and Board committees
- Prepare Board agendas, prepare and distribute minutes / packages, maintain corporate records including motions, resolutions, list of Board Members
- Prepare Welcome Manuals for new Board Members
- Plan and oversee logistical arrangements for Board and Board committee meetings, including space and facility needs, meals and refreshments, technology, supplies, and travel arrangements including flights and lodging as required
- Assist the Board with additional meeting requests, cheque signing arrangements and other documentation
- Prepare and post online advertisements for new Board member recruitments as required
- Inform Board members of any upcoming events or conferences of interest

- Provide any technical assistance to Board members regarding their NHC email and the Board Portal
- Update and organize the Board Portal with any new documentation
- Prepare and distribute correspondence from the Board

3. Other Support:

- Arrange with mail couriers to distribute Board/committee packages and other correspondence as required
- Update and maintain NHC website, Facebook and other social media platforms
- Assist with maintaining office equipment
- Coordinate logistics of executive team programs including coordination of meetings, seminars, workshops, special projects, outside training, and events
- Coordinate office activities
- Arrange for gifts, flowers, condolences, thank you, and holiday cards
- Provide back-up support in the absence of the Tenant Services Administrator

RELATIONSHIPS:

NHC Staff and Board
City Staff and Councillors
General Public
Suppliers
Contractors

SUPERVISES:

N/A

EDUCATION OR EQUIVALENT KNOWLEDGE / COMPETENCIES:

Office Administration Certificate from a community college would be an asset; minimum high school diploma. Highly motivated, detail orientated individual with the ability to prioritize and meet tight deadlines. Ability to communicate and interact competently and professionally in a variety of settings, both orally and written in English; proficiency in French is an asset. Strong interpersonal, communication and customer service skills. Word processing skills, web based technology; excellent knowledge of a variety of computer software processes, including Microsoft Suite; knowledge of Yardi an asset. General knowledge of non-profit housing is an asset. Able to interact with all levels within an organization while demonstrating a strong commitment to quality, people, processes, policies, and confidentiality. Demonstrate a strong code of ethics while adhering to and protecting privacy. Professionalism, the ability to cultivate relationships and flexibility to adapt to the changing needs and priorities of a growing organization are essential. Ability to learn and anticipate the needs of management, Board members and staff. Ability to work collaboratively, exercising good judgment, decision-making and problem-solving skills to achieve shared goals.

EXPERIENCE REQUIRED:

Minimum five years' experience with multi-tasking within a busy office environment with client contact, especially by phone. Experience working in the housing sector is an asset.

OTHER:

A valid driver's licence and use of a vehicle required. A satisfactory criminal reference check is mandatory.
