



Position: Administrative Coordinator

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Status: Full Time

Location: Jackson's Point, Ontario

### Overview

The Administrative Coordinator primarily provides administrative and clerical support to the Executive Director and the Board of Directors. She will co-ordinate and manage the agency wide administrative function in collaboration with relevant personnel to ensure an effective model of operation. All aspects of the position will be performed from an integrated anti-racist and anti-oppression feminist perspective and in keeping with the goals and objectives of the agency. Sandgate Women's Shelter of York Region Inc.'s mission is to provide all persons who identify as women and their children with shelter, support and information so that they can take steps towards ending violence in their lives. This position also works in collaboration with and reports to the Business Manager.

### Main Responsibilities

- Provide requisite clerical, secretarial and administrative tasks such as typing, word processing, correspondence, filing, photocopying, follow-up, reception and other tasks as required
- Work efficiently and independently in relevant computerized programs
- Maintain all office equipment including telephone and computer systems, photocopiers, fax machines, etc.
- Responsible for purchasing office supplies and maintaining inventory
- Responsible for reporting and distribution of gift certificates
- Personal Needs Allowance distribution and reconciliation
- Database management including Room Occupancy reporting
- House Keeping distribution and reconciliation
- Bus ticket reconciliation and distribution
- Coordinate incoming and outgoing mail
- Business/public relations/fundraising correspondence as required
- Preparation of quotations requests as required
- Development and maintenance of professional in-house resources library
- Organize, provide support and file minutes for meetings as required
- Assist in the maintenance of the Board/Executive Director relationship and communications as required
- Management of applicable calendars & scheduling of the Administrative Boardroom
- Collation of monthly Board packages
- Work collaboratively with other staff members to ensure agency efficiency
- Provide in-person and telephone reception to persons accessing the administration line and the office of the Executive Director
- Responsible for the cleanliness and organization of the Administrative Office
- Work includes information/tasks of confidential and a sensitive nature
- Attend relevant meetings and events throughout York Region
- Assume other tasks and activities as required

### Requisite Skills and Qualifications

- Post secondary diploma in secretarial or administrative services
- 2 – 3 years related experience

- Strong interpersonal, verbal and written communication skills
- Skilled in general office administrative duties including reception, clerical, recording and reporting systems
- Computer fluency in relevant software programs
- Multi-task functioning with ability to work independently and as a team member
- Valid driving license, valid work related insurance and reliable vehicle
- Fluency in a second language spoken by a significant regional population is required

#### Job Requirements

- Compliance with all organizational policies, procedures, practices and philosophies
- Commitment to an promotion of a woman-centred service within a feminist analysis in all aspects of work
- Ability to work independently and as an effective transition team member, with willingness to cover duties/shifts for other positions if required
- Ability and willingness to travel within York Region
- Respect for and valuing of community diversity
- Commitment to continuing education on women's issues, with particular emphasis on violence against women
- Work within an anti-racism/anti-oppression framework
- Ability to challenge current system and co-workers and resolve conflict
- Attendance at relevant meetings and events
- Ability to liaise effectively with the general public and community resources
- Keep work environment safe, clean and welcoming
- Competency in Microsoft Office Suites and ability to produce reports, proposals, budgets, etc.
- Maintain confidentiality in all aspects of job (written/verbal/implied)
- Positively represent the organization in every action taken on behalf of the organization (by telephone, in person, and/or written communication)
- Clear Vulnerable Sector Screening

#### Application Procedure

Please forward a cover letter and resume to Samantha Lindsay, Human Resources Generalist at [slindsay@sandgate.ca](mailto:slindsay@sandgate.ca) by Tuesday, September 12, 2017 at 5:00pm. Sandgate provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted, please advise us if you require any accommodation.