

Administrative Coordinator September 21st, 2020

➤ About the Coalition

The Edmonton Multicultural Coalition is a not-for-profit organization of culturally and linguistically diverse ethno-cultural communities in Edmonton. We take an intercultural approach in carrying out our mission to “*foster greater and reciprocal social integration among all Edmontonians through positive social interactions and mutual transformation*”.

We support leaders from ethno-cultural communities in strengthening the capacities of individuals, organizations and more broadly, their ethno-cultural communities. Consistent with our intercultural approach, increasingly the Coalition also fosters collaborations between ethno-cultural communities and explores opportunities to work with Indigenous and mainstream/dominant communities.

➤ Scope of the Position

The Administrative Coordinator is primarily responsible for providing the clerical and operational support necessary for the effective administrative operation of the Coalition. In essence, s/he will coordinate and is responsible for the administrative operations of the Coalition.

➤ Duties and Responsibilities

The Administrative Coordinator position involves the following responsibilities:

Manage Administrative/Clerical and Operational Duties

- Execute administrative duties including: arrangement of meetings and recording of minutes; management of paperwork, files, and records; entry and handling of data; use of databases and spreadsheets; creation of documents; and ordering and administration of office supplies and promotional items, maintain members/volunteers database, oversee financial records, filing, etc.; create filing system, both paper and online on Synced Tool
- Mail pick-up and delivery, deposit cheques to bank, Invoice expenses and cheque disbursement for the Coalition
- Answer and/or direct phone calls and emails
- Manage and update the Coalition’s social media handle - website, Facebook page, Eventbrite, YouTube channel and create others as need be; create relevant post and information on the above sites; Edit recorded videos from events
- Develop content for promotion: email and poster
- Strong organizational and time management skills
- Well organized and a self-starter
- Ability to work collaboratively and independently
- Strong interpersonal skills, professional, friendly, and enthusiastic personality
- Participate in strategic planning and goal development within the department
- Provide administrative support to the Executive Director and other staff members

Other duties and responsibilities may be assigned by the Executive Director as need arises.

➤ **Terms and Conditions**

- Position is .4 FTE (14 hours/week; 2 days)
- Normal working hours are 9 am - 5 pm, although there is some flexibility in this
- This contract position runs for 12 months, from **Oct 15th - Oct 14th, 2021**
- The position may be extended on availability of funds
- Remuneration: \$20/hour
- The Administrative Coordinator reports to the Executive Director

➤ **Qualifications**

- Experience in business administration, project management, or related field
- Data processing and reporting skills an asset
- Excellent computer skills in Microsoft Office (Word, Excel and Power Point), Office publisher, database management, Outlook, and social media applications
- Experience working in a multi-cultural environment an asset
- Excellent oral and written communication skills

➤ **Key Competencies**

- Intercultural sensitivity, flexibility and an understanding or appreciation of the complex dynamics of emerging immigrant and refugee communities
- Intercultural communication and interpersonal skills
- Strong organizational & time management skills with ability to multi-task
- Problem solving skills and ability to work effectively in a team environment
- Detail-oriented with strong client service skills
- Team player and quick learner who focuses on high productivity and results
- Professional, friendly, and enthusiastic personality
- The ability to work collaboratively as well as independently

➤ **Benefits & Recognition**

- A great opportunity to build career experience in a variety of areas including program development, community well-being, facilitating workshops, and meetings, and public speaking.
- An opportunity to build strong relationships within the multicultural community, and gain valuable communication and teamwork skills and experience.
- Opportunities for training and work mentorship
- Opportunity to work with a very friendly, energetic and dynamic team

➤ **HOW TO APPLY**

- Submit a cover letter and your resume by **Monday, September 30th, 2020 at 4:30 pm**
- Submit applications via email to Mitali Banerjee, EMC Acting Executive Director at mitali@emcoalition.ca