



### **Administrative Co-ordinator – TEMPORARY 18 MONTH POSITION**

*Lifetime Networks* is a not-for-profit society that offers support to people with developmental disabilities, Fetal Alcohol Syndrome and disabilities under the Autism Spectrum. We see a future where people with disabilities live safely in their communities, where they can fulfill their potential and enjoy lifelong friendships and support.

#### **Job Summary:**

The Administrative Co-ordinator helps to implement, plan, and administer the smooth functioning of the office and provides key support to the office team. The Co-ordinator communicates and interacts with staff, individuals served, their families or primary caregivers, and members of the public. The Administrative Co-ordinator reports to the Executive Director and Finance Director.

#### **Hours and Compensation:**

- Temporary position starting November 22, 2021 until return of incumbent.
- Monday to Friday, daily hours flexible.
- Attendance at Board meetings every third Wednesday evening of the month.
- As of December 1, 2021 4% Vacation pay and 2% sick time.
- After 6 months of employment, eligible to enroll in extended Health and Dental benefits, 2% personal time.
- \$23.88/hour- Step 1 of the Coordinator Compensation Grid

#### **General Responsibilities Include:**

- Front desk reception duties including answering inquiries via email, phone, and in person
- Assisting with all aspects of administrative management, directory management, logistics, equipment inventory and storage
- Coordinating maintenance for office technology such as phones and printer
- Supervising the custodial staff by performing duties such as assigning work, providing feedback on performance, and conducting performance evaluations
- Scheduling mid-week custodial staff shifts and approving hours in virtual payroll system.
- Managing the Equipment Loan Program, including scheduling and maintenance for equipment
- Editing the Lifetime Networks website using WordPress
- Preparing business correspondence
- File management and maintenance
- Administrative support to the Board: attendance and minute-taking at monthly Board meetings



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- Managing the Constant Contacts mass email platform
- Creating posters, flyers, social media posts, and other images or media as needed for advertising, events, and program schedules using Canva or Adobe InDesign
- Coordinating and sending quarterly newsletters
- Problem-solving as issues and situations arise
- Leading Annual Compliance sessions for employees each quarter
- Assisting with fundraising events
- Participation on internal committees
- Attending monthly Coordinators meeting with Executive Director
- Day-to-day duties and other tasks as required

#### **Financial Duties Include:**

- Managing petty cash for the office
- Creating invoices for program clients
- Administrative support to Clothes Drop program, including creating invoices and receiving payments
- Issuing receipts, including charitable receipts
- Processing credit card payments using Square platform
- Preparing and completing bank deposits
- Managing monthly financial reports
- Other duties as assigned by the Finance Director

#### **Qualifications:**

- Experience supporting people with intellectual disabilities
- Experience in an office setting
- Experience with Microsoft Office Suite: Word, Excel, Outlook, Teams
- Experience with WordPress
- Experience with customer service

#### **Job Skills and Abilities:**

- Good written and verbal reporting skills
- Strong organization skills
- Strong computer skills
- Effective interpersonal skills



- Professional and respectful with confidential and sensitive issues
- Able to set and meet deadlines and support others to do the same
- Able to set and follow boundaries and support others to do the same
- Confident reaching out to businesses and agencies to create partnerships as needed
- Follow-through with tasks and connections
- Problem solving and critical thinking skills

**Characteristics:**

- Collaborative
- Personable and engaging
- Self-directed
- Adaptable
- Trustworthy
- Detail-oriented
- Effective working solo and as part of a team

**Contact:**

Please send cover letter and resume to Wendy-Sue Andrew ([Wendy-Sue@Lnv.ca](mailto:Wendy-Sue@Lnv.ca)) by November 22, 2021.

**LIFETIME NETWORKS IS AN INCLUSIVE AND DIVERSE EMPLOYER! We look forward to hearing from you!**