



ADMINISTRATIVE COORDINATOR

The Southeast Connection Sport, Culture & Recreation District (Southeast Connection) is seeking a TEMPORARY (one-year) full-time **Administrative Coordinator**. The position shall work out of our Weyburn office. Southeast Connection offers opportunities for a rewarding and challenging career. The experience gained from this temporary position may make the successful candidate qualified for future permanent postings.

WHO WE ARE

The Southeast Connection's mission is to strive to collaborate with our partners to build inclusive, creative and healthy communities by expanding the knowledge and experience of our community leaders and volunteers, and promoting the value of sport, culture and recreation in south east Saskatchewan. Through our district network, we use a community development approach in working with communities and groups to assist in meeting their needs. Information about Southeast Connection can be found online at www.southeastconnection.ca.

WHAT THE OPPORTUNITY IS

(a complete position description can be viewed at www.southeastconnection.ca)

Under the general direction of the Executive Director (ED), the full-time **Administrative Coordinator** is responsible for a variety of *administrative duties* related to the effective operations of Southeast Connection. These services require extensive use of computers and computer program knowledge. The position provides general administrative assistance to the Executive Director and Community Development Consultant to efficiently carry out the responsibilities of the organization.

This position also has a key role in the planning and organizing of events and workshops. The position requires exceptional communication skills, attention to detail, and organizational skills. The position is accountable for meeting the outcomes of an annual work plan related to the strategic directions of the organization. The work is performed under the direct supervision of the ED.

Key Accountabilities:

Administration:

- Supports the development and delivery of Southeast Connection programs and services including processing grant applications, reviewing grant follow-ups for completeness, and maintaining grant spreadsheets
- Provides administrative and clerical support to the ED and Community Development Consultant, ensuring accurate attention to detail
- Prepares reports, attends and records adjudication meetings and notifies grant applicants of results
- Provides administrative support during the Saskatchewan Games Program including the pep rally, uniforms, transportation, athlete registration, answering inquiries, providing information to coaches and mission staff and online communications
- Maintains member contacts database (Excel)
- Assists ED and Consultant with copying materials, ordering office supplies, sorting mail
- Arranges conference calls, meetings, travel and accommodation as assigned



- Establishes collegial working relationships with partnering organizations, coworkers and community volunteer contacts
- Anticipates administrative requirements and handles routine matters, ensures efficient and effective flow of work through the office and ensures quality output
- Administers surveys and compiles reports
- Assists with the documentation and maintenance of organizational policies and procedures

Communications:

- Oversees communication initiatives including preparation and distribution of promotional materials (posters, brochures)
- Creates and distributes monthly email newsletter
- Maintains the website and corresponds with web provider whenever the need arises
- Assists with social media engagement such as Facebook, Twitter and Instagram and ensures that all electronic mediums are up to date and current
- Provides necessary support for preparation of presentations and workshops
- Composes, types and edits a variety of correspondence, reports, memos, agendas and minutes
- Proofreads various correspondence
- Receives and conveys information from the public to staff in an accurate and effective manner through use of email, phone, etc.
- Performs minute taking at meetings and distributes minutes in a timely manner

Event Coordination:

- Assists with planning and preparation of special events (i.e. AGM) and training workshops
- Prepares contracts for presenters and instructors
- Coordinates mailings
- Coordinates online registrations for events and workshops and trouble-shooting as necessary, processes workshop registrations and fees

Finances:

- Issues receipts
- Assists with data entry into accounting program (processes cheques)
- Prepares reports and compiles financial data for monthly financial reconciliation to send to the organization's accountant

WHO YOU ARE

As a valuable employee of Southeast Connection, we are seeking an individual who has:

Education:

- *Post-secondary education in office administration or business administration*
- *Education and training in Microsoft Office (Office 365 an asset)*

Special qualifications:

- *Experience/training in desktop publishing software*
- *Proficiency in Microsoft Office Software applications including Word, Excel, Outlook and Power Point (experience/training in Office 365 Business including SharePoint an asset)*



- *Preferred but not required: knowledge of the sport, culture and recreation system in Saskatchewan*
- *Social media savvy using Facebook, Instagram and Twitter*

Experience:

- *Minimum two-three years' experience in an office administration role, working with up to date office and computer technology*
- *Experience working in a non-profit organization is an asset*
- *Experience using content management systems for maintaining websites*
- *Experience with online email marketing programs*

Willingness and ability to travel within or outside the district (approximately four (4) to five (5) events/meetings for the year: staff meetings, AGM, Board and Staff Retreat, professional development opportunities, organization workshops or events)

COMPENSATION

This position is 37.5 hours per week with a salary of \$39,000. The **Administrative Coordinator** must have his/her own vehicle and be willing to use it for travel (travel expenses will be reimbursed as per Southeast Connection policy). We offer an opportunity to be involved in the amazing initiatives of the District and a dynamic and challenging environment that encourages individual excellence and teamwork.

We are seeking a caring, intuitive teammate who strives to make our organization better. What we can offer you: *If an unforgettable experience and working alongside an amazing team weren't enough for you, Southeast Connection offers its employees some great perks: \$200 per year towards a gym membership/fitness classes, 15 minute in-motion break during your work day (three days per week), flexibility in working hours...just to name a few things that will make you love it here!*

HOW TO APPLY

To explore this opportunity further, **please forward your resume and cover letter by noon on March 9, 2018 to:**

Joni Hagen, Executive Director
Southeast Connection Sport, Culture & Recreation District
Box 370, Weyburn, Saskatchewan S4H 2K6
Phone: (306) 842-2188
Email: jhagen@southeastconnection.ca

(Please include "Administrative Coordinator" in the subject line of email applications)

- To be considered for this position, you must clearly identify your qualifications, experience, knowledge, skills and abilities and where you obtained them in your resume.
- We will contact applicants we wish to consider within three (3) weeks of the competition closing date. All applicants are thanked for their interest.