



JOB DESCRIPTION

JOB TITLE	ROLE	STATUS	WAGE BAND	SALARY/HOURLY RATE
Assistant Project Coordinator	Employee	Full-time	3	\$43,117 - \$61,128
REPORTS TO	DEPARTMENT(s)	HOURS	Savings Benefits (Retirement) Group Insurance Program	
<ul style="list-style-type: none"> • Manager, Community Development • Executive and Marketing Manager 	<ul style="list-style-type: none"> • Nishnawbe Maajjikaywin • Marketing 	7 hours/day 35 hours/week		

JOB OVERVIEW

The Assistant Project Coordinator will provide coordination and logistics support to the Nishnawbe Maajjikaywin and Marketing departments.

JOB DUTIES AND RESPONSIBILITIES

Logistics/Project Coordination Support

- Assist with the development and coordination of an Indigenous Business Incubator or related program at NADF, serving Aboriginal communities and people in NADF Operating Area.
- Assist with the delivery of a presentation, workshop, toolkit, and other capacity development materials related to Indigenous Economic Development and Comprehensive Community Planning (CCP).
- Assist with the coordination of all meeting arrangements and workshops which may include: facility bookings, meals/refreshments, audio-visual, accommodations, travel arrangements, and meal allowances.
- Prepare, with direction and guidance, correspondence, briefings, budgets, finance requests, and other documentation as required.
- Assist with the creation and maintenance of a central filing system, physical and electronic, for project information.
- Oversee the development and maintenance of a framework for tracking measurable outcomes and project deliverables.
- Develop and maintain a database of resources.

Marketing and Administrative Support

- Undertake daily administrative tasks to ensure the functionality and coordination of the department's activities.
- Support the marketing team with developing and implementing marketing campaigns.
- Assist in planning and coordinating events such as board meetings, special events, webinars, and tradeshow.
- Assist with the production of marketing and promotional materials and collateral.
- Assist in managing and updating social media accounts.
- Assist in collecting, compiling, and maintaining databases or other information systems.
- Write and edit content for various platforms such as social media, websites, and print.
- Attend and record meeting minutes as requested or required.
- Draft and distribute correspondence as requested or required.



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Assistant Project Coordinator	Employee	Full-time	3	\$43,117 - \$61,128
QUALIFICATIONS REQUIRED:		KNOWLEDGE AND SKILLS REQUIRED:		
Education	A Bachelor's Degree in Business Admin, Project Management, or a related field.	a) Excellent written and verbal communication skills including demonstrated ability to write reports and proposals; and presentations b) Proficient in Microsoft Office 365 and Adobe design software. c) Excellent working knowledge of online meeting platforms (i.e., MS Teams and Zoom) d) Exceptional time management and strong organizational skills and ability to prioritize workload to manage multiple tasks and competing priorities. e) Ability to take direction and work independently as well as the ability to work well in a collaborative team environment. f) Willingness to learn new systems (i.e., FaasBank). g) Experience with supporting project planning/implementation processes. h) Experience in on-site training would be considered an asset.		
Experience	Minimum two (2) years of administrative, coordination, and/or project management experience.			
Other	Valid Class G license. A reliable personal vehicle would be preferred. Ability to obtain required auto insurance.			
EMPLOYEE RESPONSIBILITIES				
<p>The Employee will be responsible for:</p> <ul style="list-style-type: none"> a) Performing the duties and responsibilities of the position to the best of their ability. b) Acting in accordance with relevant legislations and company policies and procedures. c) Protecting confidential and proprietary information of the company, its employees, and clients. d) Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders. e) Understanding and fostering the company's mission and vision statements. f) Understanding and fostering the company's values and ethics statements. g) Understanding and fostering the company's Vivid Vision. h) Maintaining a safe workplace to avoid putting themselves or others in danger. i) Presenting a positive and professional image of the company. 				
CONDITIONS OF EMPLOYMENT				
<ul style="list-style-type: none"> a) Must possess a valid driver's license and the required auto insurance as set out in the Employee Personnel Policy if you do have a vehicle. b) Ability to work a flexible schedule. c) Ability to travel as may be required. 				
NOTE				



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This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Employee's Name (Print):

Employee's Signature:

Date:

Executive Director Approval:

Date: