

Job Title: Administrative Coordinator**Job Details:**

Full time, Monday- Friday, 40 hours per week. Occasional evening and weekends may be required. Valid drivers license and some use of own vehicle required.

About the Fergusson Foundation

The Fergusson Foundation is a registered charitable trust located in Fredericton, NB. For almost 40 years, the Fergusson Foundation has been dedicated to the elimination of family violence through research, public education, and awareness. Visit our website at www.fergussonfoundation.ca to learn more.

Location

Remote Hybrid: The Foundation office is located at the Muriel McQueen Fergusson Centre for Family Violence Research in Fredericton, New Brunswick. The Foundation operates a flexible work model that supports a blend of in-office activities and remote work.

Purpose

Reporting to the Executive Director, the Administrative Coordinator is responsible for providing quality administrative and financial support to the Executive Director, Fergusson Foundation Committees, Board of Directors, and Organization as a whole.

Primary duties and responsibilities**Administrative**

- Administrative support of day-to-day operations.
- Act as first point of contact for general inquiries including managing public email.
- Prepare, write and distribute correspondence on behalf of Executive Director and Board of Directors and Organization.
- Organize and schedule meetings for Executive Director, Fergusson Foundation Board of Directors and working committees.
- Attend, record and prepare minutes of meetings.
- Update the Fergusson Foundation Website and Social Media accounts.
- Coordinate bulk mailings.
- Create and update databases.



- Assist with the preparation of reports or other documents including writing, design, proofreading.
- Assist with the coordination of events and fundraising initiatives.
- Provide general administrative support including document filing, management of office supplies, facilities upkeep.
- Manage memberships and subscriptions.
- Some local travel with use of own vehicle.
- Special projects and other tasks as assigned by Executive Director.

Finance

- Basic bookkeeping: including accounts payable/receivable and day to day banking and payroll.
- Assist treasurer with Expense and Financial Reports.
- Annual Audit and Financial Review Support.
- Record donations and assist with Charitable Receipting.

Qualifications

Post-secondary diploma in Office Administration, Office Management, Business Administration or a related field or an equivalent combination of training and experience with a strong knowledge of general office or non-profit management procedures.

At least 5 years relevant experience and demonstrated success in an administrative role.

Knowledge, skills, and abilities

Knowledge and demonstrated experience in the following are essential:

- Strong organizational and time management skills
- Strong computer Skills (MS Office/MS Teams/Sharepoint)
- Bookkeeping Skills (Quickbooks/Fundraising software)
- Bilingualism: ability to effectively communicate in both official languages
- Excellent interpersonal skills
- Strong attention to detail.
- Ability to work autonomously and within a team environment.
- Experience with social media management, content creation and web content management (Wordpress)

Other assets include:

- Experience working in a micro/small charitable or non-profit organization.
- Experience working in, or professional knowledge of Domestic and Intimate Partner Violence and Gender-Based Violence is considered a strong asset.

Behavioural competencies

The Administrative Coordinator should demonstrate competence in some or all the following:

Teamwork development: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

Organization: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information, and activities.

Problem-solving: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, make recommendations, and resolve the problem.

Planning: Determine strategies to move the organization forward, set goals, create, and implement actions plans, and evaluate the process and results.

Ethical behaviour: Understand ethical behaviour and business practices and ensure that your own behaviour and the behaviour of others is consistent with these standards and aligns with the organization's values.

Effective communication: Speak, listen, and write in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.

Creativity and/or innovation: Develop new and unique ways to improve the organization's operations and create new opportunities.

Compensation

\$48,776 - \$54,027 per annum, flexible schedule, optional health insurance, vacation, work from home.

Equity clause

We provide equal employment opportunity for all applicants and employees and do not discriminate on the basis of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability, or any other characteristic protected by local law. We encourage applications from Black people, Indigenous people, and people of colour, people with disabilities, members of the 2SLGBTQ2IA+ community and those with varied areas of expertise and lived experiences.

To apply

Please send cover letter and resume to franciscr@unb.ca Applications must be received no later than **February 29th, 2024** Applications should demonstrate how candidates meet all the above qualifications. Only applicants invited for an interview will be contacted.