

<b>Position:</b>	<b>Administrative Coordinator</b>
<b>COMPANY:</b>	Urban Aboriginal Voices Society
<b>LOCATION:</b>	Red Deer
<b>HOURS:</b>	Full-time
<b>SALARY:</b>	\$20.00/hour
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of Indigenous culture</li> <li>• Strong administrative skills</li> <li>• Strong interpersonal and communication skills</li> <li>• Experience in maintaining and building enriching relationships</li> <li>• Excellent organizational skills, time management skills, and meticulous attention to detail</li> <li>• Ability to handle pressure and make-split-second decisions</li> </ul>
<b>DUTIES:</b>	<ul style="list-style-type: none"> <li>• Implement administrative projects, systems, procedures, and policies</li> <li>• Engage community members in participation in UAVS by implementing the communication strategy and developing and advertising campaign</li> <li>• Handle purchasing and maintenance of general office supplies</li> <li>• Screen and handle telephone communications and greet visitors to maintain a professional image</li> <li>• Collect, enter, and maintain information to maintain database and records</li> <li>• Screen and assess incoming correspondence</li> <li>• Assist in the coordination, direction, and fulfillment of special projects</li> <li>• Coordinate daily management of equipment and facilities for the organization</li> <li>• Assist in recruiting and orienting volunteers, providing them with guidance as needed</li> <li>• Assure that files and documentation are complete, accurate, and confidentiality is maintained</li> <li>• Attend staff meeting, training and board meetings</li> </ul>
<b>POSTING DATE:</b>	March 28, 2022
<b>CLOSING DATE:</b>	When position is filled
<b>HOW TO APPLY:</b>	Submit resume and references with cover letter to Tammy Rogers, by e-mail at <a href="mailto:urbanaboriginalvoices@gmail.com">urbanaboriginalvoices@gmail.com</a>