



Government of
Northwest Territories

IDENTIFICATION

Department	Position Title	
Commission scolaire francophone Territoires du Nord-Ouest	Administrative Coordinator	
Position Number(s)	Community	Division/Region(s)
65-12470	Yellowknife	Commission scolaire francophone, Board Office

PURPOSE OF THE POSITION

The Administrative Coordinator is responsible for providing confidential secretarial and administrative services to the Directeur general and office staff of the Commission scolaire francophone des Territoires du Nord-Ouest (CSFTNO) in order to maintain effective and efficient operations.

SCOPE

The Board of the CSFTNO is the governing education body for the CSFTNO as legislated under the Education Act. The CSFTNO Board consists of three elected trustees each from Hay River and Yellowknife.

The CSFTNO serves approximately 200 students in two schools (École Boreale in Hay River and École Allain St-Cyr in Yellowknife), is responsible for a staff of approximately 34 administrators, teachers and support staff and a budget of over \$4.5 million. The Directeur general (DG) and office staff provide professional advice; educational, administrative, technical and financial services; and support and assistance to the CSFTNO Board, school administrators and staff, stakeholders, members of the public, and particularly students and their families in order to ensure the delivery of quality educational programs and services.

The Administrative Coordinator reports to the DG and is responsible for providing confidential and highly accurate secretarial and administrative services to the DG and a staff of 3 people in the CSFTNO office in Yellowknife. He/she works under the direction of the senior management team, which consists of the DG, the Directeur general adjoint (DGA), and the Comptroller.

The Administrative Coordinator is responsible for ensuring that effective communications are maintained within the office and between CSFTNO staff and the school administrators, students and their families, government departments and members of the public. As the first point of contact for the CSFTNO, he/she is also responsible for ensuring that the organization is represented in a positive and proactive manner.

The Administrative Coordinator the first point of contact for human resources inquiries from staff and is the liaison with the GNWT Department of Human Resources, as well as coordinating the hiring of teachers and support staff and being responsible for the hiring of casual employees and substitute teachers.

The Administrative Coordinator is also responsible for managing the filing and mail systems; answering and directing calls; and preparing a wide variety of computer generated documents. In carrying out his/her duties, the incumbent deals with confidential matters relating to personnel, finance, administration and legal matters.

The Administrative Coordinator makes a significant contribution to the effective, accurate and timely operations of the CSFTNO and its schools. Providing these services in an effective and efficient manner has a direct impact on the ability of the DG and CSFTNO staff to fulfill their responsibilities as well as on school staff, clients and stakeholders who require information or assistance.

The Administrative Coordinator must comply with the Union of Northern Workers (UNW) and the NWT Teachers' Association (NWTTA) Collective Agreements, the GNWT Affirmative Action Policy, the GNWT Human Resources Manual and CSFTNO policies and procedures.

The Administrative Coordinator works daily in French and in English.

RESPONSIBILITIES

1. Provide timely, accurate and confidential administrative and secretarial services to the DG and staff in order to ensure the effective and efficient operation of the office.

- Prepare correspondence, agendas, minutes of meetings and other documents.
- Maintain the DG's calendar and schedule meetings, appointments and teleconferences.
- Ensure the DG and office staff are aware of relevant dates, meetings and upcoming deadlines.
- Prepare highly confidential documents including Principal performance evaluations and confidential position papers.
- Review and edit documents for grammar, proper use of language and clarity.
- Send out letters of regret when the DG is not able to attend meetings or events.
- Draft letters of support and other routine correspondence for the DG's signature.
- Advise the DG and office staff immediately of new incidents and events.
- Ensure all parties are aware of required information and follow-up on outstanding requirements.
- Coordinate travel and accommodation arrangements for the DG and others traveling with him/her.

- Coordinate travel and accommodation arrangements for the office staff and Principals, including setting up air charters.
- Conduct research, compile information and data and complete special projects as assigned by the DG.

2. Ensure the CSFTNO office operates in an orderly and effective manner.

- Set up and maintain an office filing and bring forward system.
- Pick up and drop off mail and parcels daily, including logging in and distributing incoming mail and faxes.
- Coordinate staff and other general meetings and take minutes at those meetings.
- Coordinate the logistics for and prepare agendas and other materials for Board meetings.
- Assist in ordering bulk supplies and track their receipt.
- Prepare purchase orders for advertisements, registration fees, air charters, etc.
- Coordinate surveys for schools and/or office staff.
- Maintain office equipment including faxes, telephone systems and photocopiers.
- Update lists such as CSFTNO Members, school listings, etc.
- Compile student excursion field trips, obtain appropriate approvals and forward to Risk Management.
- Maintain various manuals such as the Human Resources Manual and the CSFTNO Policy Manual and insert updates as required.
- Maintain and update the billboard.
- Provide language interpretation services as able and required.
- Prepare the education binders for teachers and staff.
- Assist the DGA in his/her tasks (documents preparation, exam preparation and compilation, etc.).
- Participate in administration meetings to discuss procedures and practices and potential areas for improvement.

3. Provide advice and support on human resource issues to employees and supervisors in the CSFTNO office and at both schools.

- Manage the hiring of casuals and of substitute teachers.
- Support the competitive process for filling UNW positions by assisting communication between the CSFTNO and the department of Human Resources and ensuring that letters of offer and other documentation are correctly prepared, signed, distributed, and filed.
- Support the competitive process for filling NWTTA positions by designing the advertisement under the direction of senior management, ensuring that all competitive progress are properly followed, preparing letters of offer and other documentation and ensuring that they are signed, distributed and filed properly.
- Respond to human resources inquiries and concerns, including those related to the use of PeopleSoft, from staff directly or by liaising with the senior management team and/or the department of Human Resources.
- Monitor and track outstanding human resources issues, following up as required with staff, supervisors and/or the department of Human Resources.
- Maintain regular contact with the department of Human Resources and
- Education, Culture and Employment.
- Coordinate and finalize the Long Service Awards for all staff.
- Monitor the daily attendance register.

4. Provide information and respond to inquiries in a timely manner in order to maintain good relations with school administrators, students, families, stakeholders and the public

- Receive and direct all incoming calls and take messages for staff.
- Respond to or direct inquiries from students, families, stakeholders and the public.
- Respond to or direct requests from school administrators and staff.
- Respond to general correspondence.
- Ensure schools are provided with information and materials such as new policies and procedures, manual updates, etc.
- Provide information and relevant documents to government departments including Education, Culture and Employment and Finance.

5. Coordinate communication with the public and promotional activities.

- Maintain the web sites for the CSFTNO and both schools.
- Liaise with Francophone agencies in the community, including the Federation franco-tenoise, Association franco-culturelle de Yellowknife, Journal l'Aquilon and Radio Taïga.
- Liaise with government departments and agencies and with the media.
- Maintain a news clippings file.
- Design all CSFTNO advertisements for newspapers and magazines and ensure that they appear as contracted.
- Participate in the promotion committee.
- Coordinate promotional initiatives including tradeshow, media releases, meetings with parents, etc.

WORKING CONDITIONS

Normal office environment

Physical Demands

No unusual demands

Environmental Conditions

No unusual conditions

Sensory Demands

No unusual demands

Mental Demands

There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues. The workflow is uneven and at times can be overwhelming unless the incumbent is able to effectively prioritize and complete his/her duties.

KNOWLEDGE, SKILLS AND ABILITIES

- Extensive knowledge of secretarial, administrative and office management procedures, including filing and bring forward systems.
- A high degree of political and cultural awareness and sensitivity in order to maintain a respectful workplace.
- Proven ability to maintain a high level of accuracy and confidentiality.
- Excellent communications, interpersonal and team building skills.
- Analytical, problem solving and decision making skills.
- Very effective organizational and time management skills.
- Computer skills including the ability to operate database, desk top publishing, spreadsheet and word processing programs, and e-mail at a highly proficient level
- Stress management skills.
- Ability to be flexible in response to demands from staff and members of the public.
- Ability to work independently in a self-directed context, with a strong commitment to achieving the tasks assigned.

Typically, the above qualifications would be attained by:

- A Secretarial Diploma and;
- Two years of related secretarial and/or administrative experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- ☐ No criminal records check required
- ☒ Position of Trust – criminal records check required
- ☐ Highly sensitive position – requires verification of identity and a criminal records check

French language (check one)

- ☒ French required
- ☐ French preferred
- ☐ French not required