

The Township of Huron-Kinloss

POSITION DESCRIPTION

Position Title: Administrative Coordinator			
Reports to:	CAO	Last Revision Date	October 2022
Department:	CAO	Positions Supervised:	None
Position Status:	Contract 24 months	Job Grade:	
Nature and Scope of Position:			
Under the direction of the Chief Administrative Officer, this position is responsible for the coordination of multiple Township projects and the coordination of all aspects of the Township's participation in the Adaptive Phase Management Site Selection Process			
Key Result Areas	Major Responsibilities		Success Indicators
Project Administration	<ul style="list-style-type: none"> Responsible for the co-ordination of the Adaptive Phase Management site selection process with Nuclear Waste Management Organization (NWMO) Works with the Manager of Strategic Initiatives on the Digital Modernization Strategy project Works with the Human Resources Generalist to review and develop procedures for each department and all the relevant tasks In consultation with the Manager of Legislative Services/Clerk, coordinate the conversion of Township records to an 		<ul style="list-style-type: none"> Digital Modernization project is moving forward Each department has current procedures Electronic record system is in place and current Staff are trained and have an understanding of the electronic filing system

The Township of Huron-Kinloss

	<p>electronic record keeping system and train the staff on this system</p>	
<p>Adaptive Phase Management Site Selection Process</p>	<ul style="list-style-type: none"> • Main point of contact for all communication amongst the NWMO and third-party organizations • Prepares agendas, minutes and supporting materials for meetings as required • Coordinates projects in conjunction with the CAO • Attends Council meetings at which attendance of the Administrative Coordinator is required • Will be required to determine priorities and direct correspondence • Gather, organize and prepare information for inclusion in Council reports • Schedule tours and book venues for Council and members of the public for NWMO, DGR related events and tours • Able to organize community engagement events • Coordinate with other communities and Community Liaison Committees 	<ul style="list-style-type: none"> • Project assignments are moved forward and/or completed • Minutes are taken accurately and submitted on time • Attendance requirements are met • Correspondence is completed in a timely fashion • Accurate data is collected and reported on
<p>Administration Coordination</p>	<ul style="list-style-type: none"> • Responsible for the Early Investment in Education & Skills program • Manage and coordinate multiple projects to ensure they are completed on time and on budget 	<ul style="list-style-type: none"> • EIES program funds are distributed accordingly • Project assignments are moved forward and/or completed

The Township of Huron-Kinloss

	<ul style="list-style-type: none"> • Organize and plan project tasks and schedules • Facilitate and encourage collaboration across departments to ensure projects are completed successfully • Optimize project deliverables, schedule, and budgeting • Create presentations and reports to communicate project status • Keep the project team focused on the end goal • Provides project administration for CAO & Senior Management Team 	<ul style="list-style-type: none"> • Clear collaborations among departments • Status updates for the projects are communicated regularly
Administrative	<ul style="list-style-type: none"> • Prepares, edits and files reports, forms, memos, advertisements, contracts, directories, resource materials and other correspondence • Organize, maintain and coordinate records and files related to the NWMO DGR project in their proper locations • Prepares electronic newsletters and monthly mailings when required and maintain website pages related to the project • Responsible for the administration and assist in developing funding programs • Provides project administration for CAO & Senior Management Team 	<ul style="list-style-type: none"> • Agendas and minutes are prepared and distributed accordingly • Databases are maintained, using Excel and other programs • Marketing material is effective • Funding programs are utilized • Satisfied senior management team
Teamwork	<ul style="list-style-type: none"> • Provides administrative support to the CAO Department as required 	

The Township of Huron-Kinloss

<p>Community Engagement/Public Relations</p>	<ul style="list-style-type: none"> • Coordinate the communication, consultation and collaboration activities of the Learn More Process to meaningfully engage residents, stakeholders and staff • Coordinates and assists with any events in the community related to Adaptive Phased Management Project for Huron Kinloss, such as public meetings, open houses and speaker presentations etc. • Ensures all communications are handled in a pleasant, courteous, efficient manner and that all inquiries are forwarded to the appropriate person or department • Maintains a professional image and demeanour with all employees, management, executives and visitors • Represent the municipality in public dialogue and events 	<ul style="list-style-type: none"> • Satisfied members of the NWMO • Increase in the public, stake holder and staff engagement • Responds to internal and external inquiries in a timely professional manner
<p>Other related duties as assigned</p>		
<p>Qualifications</p>		
<p>Education:</p> <ul style="list-style-type: none"> • Post Secondary education in a related field or equivalent mixture of experience and education 		
<p>Experience:</p> <ul style="list-style-type: none"> • Related experience with community engagement, facilitation, volunteer organizations, public or private sector • Creating accessible documents and fillable documents 		
<p>Skills:</p>		

The Township of Huron-Kinloss

- Strong communication skills
- Excellent writing skills
- Ability to understand and interpret complex and technical information
- Highly organized with the ability to multi-task and work independently or within a team to meet deadlines
- Good interpersonal skills and ability to act professionally to represent the project
- Knowledge and understanding of NWMO and sustainability
- Access to a vehicle and possesses a valid driver's licence
- Available to work evenings and weekends
- Proficient with Microsoft Office 365 programs

Physical Effort & Working Conditions

- Work is typically performed in an indoor office environment
- The mental effort requires a reasonable degree of concentration on a variety of activities and the processing and interpretation of information
- Problems to be addressed require specialized knowledge and skills to solve
- Some overtime may be required
- Will be required to attend some evening meetings, weekends and be available to travel
- Work generally has a low risk of injury

The Township of Huron-Kinloss is committed to providing information in the format that meets your needs. We have made every attempt to make documents accessible but there may still be difficulty in recognizing all of the information. Please contact us if you require assistance and we will make every attempt to provide this information in an alternative format