

Job Posting

Administrative Coordinator

The Opportunity

The Bruce Oake Recovery Centre is a new 50 bed residential treatment centre and recovery service opening later this year. The Bruce Oake recovery team will offer evidence based full-continuum programs and services led by highly qualified staff. As construction continues, we are now recruiting for the role of Administrative Coordinator. This is an opportunity to make a significant impact and support successful life transformations of individuals and families experiencing substance use challenges and addiction.

The Administrative Coordinator will report to the Executive Director and work closely with the senior leadership team providing support for the entire organization. The Administrative Coordinator will support programs, operations, communication, administrative and organizational functions with speed, accuracy, discretion, and clarity. Tasks include liaising with the Board and key stakeholders, managing knowledge exchange activities, social media/website support, coordinating in-person and virtual meetings using diverse platforms, preparing briefing notes, funding reports, presentations and program proposals as well as other activities that support the leadership team and advance the mission of the organization.

Responsibilities include but are not limited to:

- Provide administrative and operational support to the Executive Director and senior team.
 - Assist in the preparation and implementation of policies, procedures, and guidelines.
 - Assist leadership in the preparation of meeting documents and presentations.
 - Coordination of facility tours and associated stakeholder events and communication
- Coordinate meetings of Executive Director and Board of Directors
 - Review and prioritize Executive Director and Board communications
 - Serve as the liaison between the executive and Board/Committee members, facilitate communication, plans events, distribute information, draft agendas and schedule meetings.
 - Coordinate virtual and in person meetings including preparing agendas, recording and distributing minutes, meeting logistics, meeting action items follow up, attending meetings as required.
 - Support coordination of events and travel arrangements as necessary
- Manage and triage multiple forms of communications between the community and the organization
 - Help maintain community relationships, attend and/or participate in community meetings
 - Support creation and execution of social media, website, video and other digital communication
- Collect and summarize information to assist leadership in making organizational decisions
- Attend Bruce Oake resident celebrations and recovery community events as necessary

Qualifications/Experience

- A relevant post-secondary degree/diploma and five years experience, or an equivalent combination of education and related experience.
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands and demonstrate the highest level of customer/client service and response.
- Professional written and communication skills with proven ability to communicate effectively with staff, funders, government, volunteers, and other partners.
- Exceptional skills in MS Office Suite.

- Superior organizational skills that reflect the ability to perform and prioritize multiple tasks seamlessly with excellent recall and attention to detail.
- Experience in scheduling virtual meetings
- Demonstrated knowledge of budget monitoring.
- Familiarity with the role and responsibilities of charitable organizations and experience working with a not-for-profit Board of Directors.
- Interest in the work of not-for-profit organizations and, in particular, supporting those struggling with addiction and mental illness to achieve long term recovery.

The Bruce Oake Recovery Centre offers competitive compensation commensurate with experience.

The Bruce Oake Recovery Centre, in partnership with the Indigenous community, is committed to increasing the representation of Indigenous people within all levels of the workforce. Indigenous applicants are encouraged to apply and to voluntarily self-identify as being of Indigenous descent in their cover letter/application. Firsthand knowledge of the culture or experience working with First Nations, Inuit or Metis communities is an asset.

This position requires a current satisfactory Criminal Records Check (including Vulnerable Sector Search), Child Abuse Registry Check and Adult Abuse Registry Check as conditions of employment. The successful candidate will be responsible for any service charges incurred. A security check is considered current if it was obtained no more than six (6) months prior to the start of employment.

Please submit your resume and cover letter by February 24, 2021 to careers@bruceoakerecovery.ca

We thank you for applying - only those candidates selected for an interview will be contacted.