



## **Employment Opportunity Natoaganeg First Nation**

**Position Title:** Daily Operations Coordinator

**Program:** Nignen Women's Shelter

**Status:** Permanent full-time

**Salary:** \$45,000 to \$55,000 commensurate with education and experience

**Hours of Work:** Monday to Friday, 37.5 hours weekly

### **Position Summary**

Natoaganeg First Nation is seeking a candidate to join its team as daily operations coordinator for the Nignen Women's Shelter. Nignen will provide emergency shelter, services and supports to women, their children and the 2SLGBTQQIA+ community who are experiencing or have recently experienced intimate partner violence in Indigenous communities in New Brunswick. Reporting to the director, the daily operations coordinator will provide administrative support as well as aid the director to ensure the shelter is operating efficiently on a day-to-day basis.

### **Responsibilities**

- Maintain accurate records of residents and employees' files
- Monitor calls, emails, and mail and respond to or forward requests as required
- Monitor cameras and complete onsite security screening for clients and visitors
- Coordinate staff schedules, including shifts for counselors, support staff, and volunteers
- Monitor invoices, receipts, and daily expenditures and assist in preparing budget reports in collaboration with the Director and finance department
- Manage household and office supply inventory and ordering, deliveries and pick ups
- Coordinate meetings and events including agendas, technology, and minute taking as well as catering.
- Monitoring and tracking employee absences and finding sufficient coverage for shifts following organizational procedure.
- Ensure employee logs and tasks are completed.
- Maintain social media and website.
- Draft and prepare presentations (including power points), brochures, flyers and newsletters.
- Ensure all inspections are up to date and meet code requirements.
- Coordinate maintenance and repairs of the shelter facilities.
- Collect and analyze data on shelter operations and resident outcomes for reporting purposes in partnership with the Director.
- Assist in preparing reports for funding agencies and stakeholders.

- Perform additional duties as requested by the Director.

### **Qualifications and Experience**

- Diploma in office administration
- Experience working in a highly demanding 24-hour residential setting that requires problem-solving, multi-tasking, and a high level of professionalism and discretion serving vulnerable clients would be an asset.
- Superior organizational and time management skills; the ability to multi-task and meet deadlines while ensuring accuracy and attention to detail
- A minimum of three years administrative experience
- An equivalent combination of relevant, education, training, and experience may be considered
- Experience working within First Nation communities and knowledge of culture and traditions
- Demonstrated understanding of the barriers, challenges, and the dynamics of violence against women, children and the 2SLGBTQQIA+ community
- High level of proficiency with technology including Microsoft Office applications
- Effective written and spoken communication skills
- Demonstrated ability to collaborate with the community, staff, and partner agencies
- Commitment to staff and client privacy

### **Special Requirements**

- Successful Criminal Record/Vulnerable Sector Checks.
- Proven ability to work within a team environment with respect to professionalism, cooperation, sensitivity and cultural awareness.
- Driver's license and reliable transportation.
- CPR Certification.
- Ability to speak the Mi'kmaq language is an asset.
- Non-violent Crisis Intervention training is an asset.

Those interested in applying are asked to submit a resume demonstrating the required qualifications and competencies for the position. Please clearly reference competition **2025-WS-01** and forward your application to ***Careers@NatoaganegFirstNation.ca*** on or before **February 14<sup>th</sup>, 2025.**

*While we thank all who have applied, only those selected for an interview will be contacted.*