

J O B D E S C R I P T I O N

POSITION TITLE:	Administrative Coordinator – Strategic Partnerships
SALARY SCALE:	\$18,416 – 24, 842/year, \$16.86 - \$22.75/hour
HOURS OF WORK:	21 hours per week, Tuesday – Thursday, 8:30 – 4:30, some overtime may occur
ACCOUNTABILITY:	The position reports to the Manager Strategic Partnerships.

DESCRIPTION: The Administrative Coordinator - Strategic Partnerships provides administrative support to the Manager Strategic Partnerships and other agency staff as directed to enable CMHA Edmonton to carry out its mission in building healthy and resilient communities by providing mental health services, education, resources and crisis intervention. This position includes providing administrative support to the development and implementation of new initiatives; 211 expansion and records management; and agency program reporting to funders and other stakeholders. The incumbent requires flexibility and the ability to manage multiple projects and changing priorities with ease. A desire for excellence; strategic and independent thinking, problem solving skills, a high level of professionalism, discretion, administrative and project management skills are required for success.

RESPONSIBILITIES:

Administrative Support

- Provides administrative support for Manager Strategic Partnerships and other agency staff as required by partnership project demands.
- Prepares reports, correspondence, and presentations on matters related to 211 Data Records Management, stakeholder relations and project reporting with direction from supervisor.
- Supports the coordination, monitoring, marketing, and evaluating of 211 with respect to the Strategic Plan and in accordance with approved policies.
- Supports the planning, development, and coordination of efforts with community partners to provide the services meet identified special needs and system gaps.
- Supports the writing of grant applications to support 211 programs
- Proofreads partnership documents as required
- Ensures word processing documents adhere to CMHA Logo and Visual Identity Standards
- Coordinates and schedules stakeholder meetings and teleconferences
- Ensures that the logistics for internal and external partnership project meetings are organized.
- Prepares and circulates agendas and supporting documents for internal and external partnership project meetings.
- Maintains a sound working knowledge of agency policy, practices, and pertinent accreditation requirements
- Completes travel arrangements and registrations as required for staff

- Consistently delivers high quality work products and meets deadlines
- Is proactive
- Other related duties as assigned

Records Management

- Ensures safe custody of all contracts, agreements, memorandums, and related business documents.
- Tracks and coordinates contract reporting requirements
- Maintains stakeholder engagement database using Raiser's Edge
- Produces accurate and timely stakeholder engagement reports as needed
- Ensures time sheets, expense and travel reports and purchase orders are completed accurately and submitted in a timely fashion
- Other related duties as assigned

Supervision

- Receives overall direction from and sets annual performance goals with the Manager Strategic Partnerships
- Participates actively in supervision and team meetings

Qualifications

- Post-secondary education/ training in administration
- Experience in administration and/or non-profit environment preferred
- Experience coordinating meetings and making travel arrangements
- Excellent written and oral communication skills
- Ability to work in a multi-program, multi-task environment
- Excellent interpersonal skills including an ability to deal with complex situations
- Demonstrated initiative and ability to respond to situations with maturity and composure
- Excellent knowledge of applicable MS software applications;
- Experience with, and knowledge of, records management systems and data bases; experience with Raiser's Edge preferred
- Personal values strongly parallel and support organizational values
- Well defined belief in the primary and fundamental value of people and social justice
- Highly confidential and discreet

Forward your resume and cover letter to main@cmha-edmonton.ab.ca **Application deadline is October 9, 2017 or until a suitable candidate is found.** Only those candidates selected for an interview will be contacted. Thank you for your interest in Canadian Mental Health Association-Edmonton and our programs.