

JOB DESCRIPTION

Job Title: Events and Administrative Coordinator **Job Classification:** Salary
Reports To: Executive Director & Program Officer **Job Location:** Saskatoon
Date: January 26, 2011

- Job Summary:** Provides event coordination and administrative support to the Saskatchewan Co-operative Association (SCA) team thereby enabling youth engagement, co-operative development, and member involvement through building community awareness and maintaining an accountable and sustainable organization.
- Responsibilities:** Coordinates and assists in the execution of events, for example:
- Sources facilities, transportation, supplies, etc. as required for SCA events.
 - Participates in committee planning meetings, takes notes/minutes.
 - Creates and maintains databases to collect and track event data.
 - Enters sponsor, staff, and participant information into database.
 - Collects and reports on final statistics and evaluations.
- Completes revisions to curriculum, manuals, and other materials as directed by the Program Officer and/or Executive Director.
Supports the SCA team in the compilation of reports and correspondence.
Orders and maintains adequate quantities of office supplies.
Coordinates information technology requirements and performs regular system backup.
Monitors and maintains the function of all office equipment, arranging maintenance as required.
Ensures SCA security by controlling distribution of computer access codes, access cards, and keys.
Provides front desk coverage including greeting walk-in clients and answering incoming phone calls, and implements communications strategies.
Other duties as assigned.
- Education:** Grade 12 education.
Administrative certificate, event planning certificate or diploma, and/or equivalent experience.
- Core Competencies:** Strong oral and written communication skills.
Excellent analytical and organizational skills.
Accuracy and attention to detail.
Ability to work with a diverse group of staff, volunteers, and participants.
Effective time management and the ability to multi-task.
Ability to function independently and within a team environment.

Technical Competency: Familiarity with the co-operative sector, its' principles, values, and applications.

Data entry and database maintenance.

Writing and proof reading skills.

Ability to oversee maintenance of office equipment.

Proficiency with Microsoft Office suite of products, including Access.

Experience: Experience in event coordination and providing administrative support would be beneficial.

Working Conditions: Work is conducted in an office environment. Some travel for events will be necessary.