



Eastern Shore Musquodoboit Valley  
**LITERACY NETWORK**

Promoting Lifelong Learning

## **Position: Part-time Administrative Coordinator**

The Administrative Coordinator performs, coordinates, and/or oversees a wide variety of administrative, secretarial, and program support activities on behalf of the Executive Director and ESMV Literacy staff in order to ensure organizational effectiveness and efficiency. The Admin Coordinator participates in the coordination and/or facilitation of adult literacy and family literacy programming and special projects and/or events, under the direction of the Executive Director. The Admin Coordinator will uphold the welcoming, inclusive, atmosphere of the ESMV Literacy offices and classrooms and will treat all staff, learners, clients and guests with respect and open-mindedness. Like all ESMV Literacy staff, the Administrative Coordinator will strive to be non-judgemental and respect confidentiality at all times.

The Administrative Coordinator will work closely with and under the direction of the Executive Director and is also expected to work cooperatively and collaboratively with, and provide support to the ESMV Literacy team. The Administrative Coordinator will work mainly from our Sheet Harbour location but may be required to occasionally travel to the Middle Musquodoboit and/or Musquodoboit Harbour areas to support the Literacy Coordinators when needed.

### **Specifically the Administrative Coordinator's duties will include:**

- Respond to incoming calls, emails, and inquiries promptly and knowledgeably.
- Greet clients, suppliers and visitors to the organization in a professional, respectful, and friendly manner.
- Help maintain updates on ESMV Literacy website.
- Help update, prepare and coordinate publication of documents such as publicity posters, and annual reports. Format document and edit for grammar, spelling, and accuracy.
- Provide general administrative and clerical support including mailing, scanning, faxing and copying to the Executive Director and staff.
- Use Microsoft word processing, excel, google docs, and database software to prepare reports, memos, and documents.
- Follow occupational health and safety protocol.
- Participate in the coordination, supervision, and completion of special projects and/or events.
- Coordinate the maintenance of office equipment.
- Receive, organize and store office supplies and program materials including family literacy books.
- Support the Executive Director and Literacy Coordinators with ongoing program assessment, evaluation and improvement initiatives guided by Nova Scotia School for Adult Learning standards of best practice in adult education, learning, literacy and volunteer management.

- Adhere to professional codes of conduct relevant to the role.
- Engage in ongoing learning and professional development relevant to the position's roles and responsibilities within the organization.
- Represent ESMV Literacy in a positive way both on and off site.
- Perform other duties as required.

**Qualifications:**

- High School Diploma or G.E.D. required.
- Recognized Office Administration diploma preferred.
- Minimum two (2) years of related experience required.
- Strong computer skills including demonstrated working knowledge of MS Office, Excel, Google Docs programs required. Knowledge of or willingness to learn Wordpress
- Demonstrated initiative, self-motivation and ability to work with a minimum of supervision.
- Understanding of confidentiality.
- Proven attention to detail and excellent organization skills.
- Team player with strong interpersonal skills.

**Position:** 16 hours per week – 42 weeks per year. (September to June)

Start Date: September 8, 2020

Proposed weekly schedule – Full day schedule subject to change and flexibility depending on programming requirements.

Monday 9-5, (1-hour lunch break)

Wednesday morning 9-2

Thursday morning 9-1

\$22.00 per hour – Employee benefits to be discussed during interview process.

To apply, contact Dawn Power at NS Works or mail resume and cover letter to P.O. Box 147, Sheet Harbour, N.S. B0J 3B0, postmarked no later than August 21, 2020 or send via email to [esmvliteracy@gmail.com](mailto:esmvliteracy@gmail.com) by August 21, 2020 5p.m.

