



MACKENZIE VALLEY LAND AND WATER BOARD Job Description

May 2017

Executive Coordinator

Purpose

The Executive Coordinator is responsible for providing executive administrative and coordination services to the Executive Director, Chairperson and Members of the Mackenzie Valley Land and Water Board (MVLWB).

Reports To:

The Executive Coordinator reports directly to the Executive Director.

The incumbent is responsible for providing executive level administrative support to the Executive Director, Chairperson and other Members of the Board. The Executive Coordinator is responsible for preparing for, coordinating and providing follow-up services for Board meetings including coordinating, researching and preparing materials and documents for review by the Executive Director, Chairperson and the Board. The incumbent is responsible for maintaining the schedules and appointments of the Executive Director and Board Members and providing administrative advice and assistance as required.

Duties and Responsibilities

1. Provide administrative support services for the Executive Director, Regulatory and Technical Director and Regulatory and Office Manager, to ensure prompt and efficient operation of the office:
 - Coordinate and organize office routines and support services
 - Review, prioritize and respond to correspondence as directed by the Executive Director and other directors/managers
 - Prepare correspondence and reports
 - Maintain an up-to-date filing system
 - Make travel and accommodation arrangements
 - Greet visitors and provide executive receptionist services
 - Make and track appointments for meetings involving the Executive Director and other directors/managers
 - Sort, log and direct incoming mail
 - Collect and prepare reports and follow up on information requests for the Executive Director and other directors
 - Conduct research into a range of areas on behalf of the executive director
 - Assist in the preparation of reports

- Maintain a work plan and follow up on task completion with managers to ensure reports are submitted to the Executive Director's office on a timely basis
2. Provide administrative and organizational support to Finance Department
 - Coordination and verification of board honoraria and expense claims
 - Coordination of cheque signing with members and/or staff
 - Ensure vendors payments are mailed and/or deposited in a timely manner
 - Assist in the preparation of reports at the request of the Executive Director
 - Maintain and reconcile petty cash

 3. Provide administrative support services to Board Members:
 - Type and photocopy correspondence
 - Draft correspondence for signature by the Chairperson
 - Arrange meetings and appointments on behalf of the Chairperson and other Board Members
 - Maintain an up-to-date filing system
 - Prepare and mail outgoing correspondence
 - Distribute information and correspondence of interest to directors
 - Coordinate conference calls, travel and accommodations

 4. Prepare for, coordinate and arrange Board Meetings:
 - Schedule meetings including arranging for meeting rooms, catering services, equipment, translation services, etc.
 - Make Board Member travel and accommodation arrangements
 - Prepare documents and materials for review by the Board Members
 - Prepare information packages and reports
 - Conduct research into various topics in preparation for meetings
 - Attend meetings and record and prepare minutes
 - Complete post-board issuance tasks as directed by the Executive Director and other directors

 5. Complete other related duties as required, including but not limited to:
 - Attend meetings and record minutes, as required
 - Coordinate activities with departmental directors, managers and other staff

EDUCATION AND/OR EXPERIENCE:

The Executive Coordinator would normally attain the required knowledge, skills and attitudes through completion of an office procedures and/or bookkeeping program combined with related financial and administrative experience.

KNOWLEDGE, SKILLS AND ABILITIES

The incumbent must have proficient knowledge and skills in the following areas:

- Knowledge of general accounting practices as they relate to administration
- Knowledge of relevant legislation, policies and procedures
- Knowledge of office administration
- An understanding of the northern cultural and political environment
- Organizational skills including the ability to deal with several priorities at the same time
- Analytical and problem solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Computer skills including the ability to operate computerized accounting, spreadsheet and word-processing programs at a highly proficient level
- Public relations and customer service skills
- Conflict resolution skills and the ability to deal with people in difficult situations
- Stress management and time management skills
- Ability to work co-operatively with co-workers and shareholders.
- Ability to pay attention to details
- Ability to work independently

Working Conditions and Effort

- Ability to work in cross cultural settings;
- Ability to work under pressure and in some cases with irregular hours and overtime.
- Willingness to travel.

The above statements are intended to describe the general nature and level of work being performed by the incumbents of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of this position.