

**JANUARY 12, 2022**

## **ADMINISTRATIVE COORDINATOR, DIRECTORS' OFFICE**

**POSITION NUMBER:** 00021135

**POSITION STATUS:** Continuous, Full-Time

**DIVISION:** Commissioner's office

**DEPARTMENT:** Commissioner's office

**SALARY RANGE:** 06 (under review) – \$54,340 to \$66,770

**UNION CATEGORY:** CUPE, Local 2656

**LOCATION:** Flexible (in Canada)

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

### **SUMMARY OF DUTIES**

Coordinates general administrative activities and provides assistance to assigned Directors, namely the Director, Diversity, Equity and Inclusion, the Director of Indigenous Relations and Community Engagement, the Senior Director, Partnerships and Business Development, and their respective teams. Acts as front-line resource person for both internal and external collaborators' requests. Collects data needed to produce periodic reports, such as performance indicators. Provides coordination support for activities related to NFB projects, drafts messages, does research and updates information, performs data entry and ensures administrative follow-ups. Communicates with various NFB departments on a regular basis to obtain information needed for reporting, internal communications, etc.

### **MAJOR RESPONSIBILITIES**

- Performs day-to-day administrative tasks for the Directors' offices and ensures logistical support activities are carried out (e.g., training-session logistics and coordination, routine and non-routine correspondence).
- Manages the Directors' schedules, as requested; closely monitors deadlines, deliverables and commitments, and proactively prepares the necessary documents.
- Supports Directors in preparing for meetings by doing preliminary research and gathering information, statistics, material and content where appropriate.
- Provides coordination support for Directors' committees, meetings and events; drafts agendas and other documents, organizes logistics, facilitates communication with internal and external collaborators, as required.
- Follows best practices, applies NFB standards, procedures and directives in force at the NFB, and informs collaborators on how such guidelines are applied, as relevant.
- Drafts texts and documents (e.g., meeting agendas and meeting minutes) and coordinates translation and editing, as needed.
- Gathers relevant information from various internal and external sources (e.g., Indigenous and diversity training opportunities, Indigenous film industry news).
- Responsible for sharing updated information using the relevant communication tools (e.g., weekly newsletter, NFB.ca, Intranet).
- Coordinates and monitors travel preparations for both internal and external collaborators (e.g., Indigenous Advisory Committee members, facilitators); organizes local and international travel bookings, transportation, accommodations and, as applicable, makes other arrangements (e.g., vaccinations, insurance, visa requests).
- Prepares background materials for potential partners (e.g., community or agency priorities, customary gift ideas and ceremonial needs), attends meetings to capture action items to be followed-up on.
- Applies NFB standards and guidelines to prepare, draft and follow up on contracts, agreements, and other legal documents.
- Assists in planning and budgetary follow-ups; processes invoices, researches costs, produces purchase orders, monitors financial commitments as well as expenses, prepares expense reports and enters data in financial system.

- Responsible for office purchasing, preparation and follow-up on payment methods to suppliers; coordinates shipping and receiving of internal and external office mail, develops and maintains an administrative record-filing system, including archiving, if applicable.

### **REQUIRED QUALIFICATIONS**

- Vocational studies in office automation or equivalent;
- Minimum of three (3) years' experience in a similar position; or an equivalent combination of training and experience;
- Familiarity with MS Office software (Excel, Word, Outlook, PowerPoint);
- Bilingualism in both official languages (English and French), both orally and in writing.

### **PERSONAL QUALITIES**

- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, structured and rigorous approach to work;
- Strong organizational skills, sense of priorities and ability to meet deadlines;
- Initiative, judgment, discretion, tact, resourcefulness and team spirit;
- Computer literacy and ability to learn new office software;
- Excellent customer-service skills.

Under the [Policy on COVID-19 Vaccination](#), new employees are required to be fully vaccinated as a condition of employment, unless accommodated due to certified medical contraindications, religion or other prohibited grounds under the *Canadian Human Rights Act*.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to [cv@nfb-onf.gc.ca](mailto:cv@nfb-onf.gc.ca), BY JANUARY 25, 2022, citing competition number: AB-00021135.**

*In keeping with the [NFB's commitment to diversity, equity and inclusion](#), we're dedicated to ensuring that our organization, creative collaborators and staff comprise a skilled, diverse workforce of individuals from all backgrounds, to accurately reflect the makeup of Canadian society. Accordingly, among the qualified applicants, **preference will be given to individuals who self-identify in their cover letter as a member of a First Nations group, as Métis or Inuit, as Black or as a member of a racialized group, and/or as a person with a disability.***

*The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.*

*Please note that only applicants selected for an interview will be contacted.*