



**United Way
Centraide**

**Greater Moncton and
Southeastern New Brunswick**
de la région du grand Moncton
et du sud-est du Nouveau-Brunswick

EMPLOYMENT OPPORTUNITY - ADMINISTRATIVE SUPPORT

Join our dynamic team! For more than 65 years, United Way has worked to improve communities in Southeastern New Brunswick. We create long-term, sustainable change. We focus on creating strong communities by moving people from poverty to possibility and helping kids be all that they can be.

United Way of Greater Moncton and Southeastern New Brunswick is currently seeking to hire for the Administrative Support role.

Position: Administrative Support
Term: Permanent Full-Time Position
Reports to: Executive Director/CEO
Date: June 5, 2023

PRIMARY PURPOSE & KEY RESPONSIBILITIES

The Administrative Support staff member will serve as the main point of administrative contact, frequently dealing with complex and confidential issues. This position provides administrative support to the CEO with general responsibilities centred on ensuring the smooth running of the overall office administration and tasks related to fund distribution, proposal writing and community/special events. Under limited supervision, the incumbent is to aid in matters pertaining to the day-to-day operations of all departments but primarily to Community Development and Campaign at the discretion of the CEO.

PRIMARY DUTIES

- to assist in the effective flow of communication between the CEO/ Board/Committee Chairs/ staff and between CEO other contacts (internal/external)
- to provide support to the various United Way departments in accordance with priorities determined by CEO.
- maintain organized information systems and general office filing and archives.
- to understand the United Way vision, mission, values, and purpose to ensure handling of routine calls from the public in an effective, compassionate, and diplomatic way.
- to manage most correspondence, reports, telephone coverage, appointment/meeting scheduling, proposal writing and attend community events.
- to meet commitments, respond promptly to community members' needs.
- to respect and maintain confidentiality using discretion and judgment in the performance of daily duties.

The Administrative Support team member must have excellent organizational skills, be proficient with computers and basic MS software. Attention to detail is a crucial component of this position.

DUTIES & RESPONSIBILITIES

- assist in preparation and distribution of Board and Committee meeting documents and materials.
- send invitations, reminders and any applicable follow-ups.
- coordinate the United Way Annual General Meeting
- assist, attend and record minutes of the United Way Annual General Meeting.
- assist with board-related work: orientation, handbooks, meeting set-up, and refreshments.
- process incoming and outgoing mail.
- assist in the organization of United Way special events and attend these functions.
- responsible for ensuring office equipment maintenance and office supply inventory as approved by CEO
- perform various other campaign and financial driven tasks, as deemed necessary by other departments and agreed to by CEO

CORE COMPETENCIES

Integrity	Demonstrates responsible behaviour at all times. Maintains high ethical standards. Does not misrepresent the organization for personal gain. Ensures the privacy of members of the community served as well as donors.
Quality Focus	Maintains high standards of work quality and accuracy. Attentive to detail which affects quality and satisfaction.
Self Management	Works independently with minimal supervision and is disciplined in setting priorities and outcomes. Accomplishes critical tasks despite organizational obstacles, time pressure, role adaptability needs or limited resources.
Initiative	Self-starter, using sound judgment to take action when necessary, without need for prompting. Seeks and finds solutions to problems without waiting for direction. Implements new ideas that will assist with achieving strategic outcomes.
Communication	Communicates in a thorough, clear and timely manner and supports information sharing and goal achievement across the organization. Writes succinctly and clearly. Gets ideas across effectively. Excellent communication in oral and written in both official languages.
Organization	Establishes a clearly defined and effective course of action for self and others to accomplish short- and long-term work goals. Efficient time management ability.
Empathy	Compassion and empathy are of paramount importance in working with individuals in need.

JOB RELATIONSHIPS

External	Board President, Committee Chairs, and Agency Executive Directors in Non-Profit Community
Internal	CEO, Finance, Community Development, and Resource Development Departments

QUALIFICATIONS & EXPERIENCE

- Knowledge of Community Service Organizations
- Excellent communication in both official languages (oral and written)
- Strong interpersonal skills, non-judgmental.
- Superior organizational skills, with great attention to detail
- Ability to gather data, compile information and prepare reports
- Knowledge of office management principles and procedures
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues
- Ability to develop and maintain recordkeeping systems and procedures
- Knowledge of archiving principles and processes
- Ability to pivot from one project or priority to another and adapt to change
- Self-directed and able to work with minimal supervision
- Must be capable of withstanding heavy workload with multiple demands on time

Degree in Business Administration or Office Management or equivalent experience.

Minimum 1 year experience in an administrative role.

Fluent in English and French – written and spoken.

Competence in computer applications is essential.

Knowledge of MS Suite, web-based materials, databases, and social media are required.