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The NWT Literacy Council is a territorial not-for-profit organization dedicated to promoting and supporting literacy and essential skills in all official languages of the NWT.

As a Territorial Literacy Organization, we strive to make a positive impact on the lives of individuals and communities in the Northwest Territories. We are seeking talented and passionate individuals who share our commitment to promoting literacy and essential skills.

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The NWT Literacy Council is currently looking for an  
**Administrative Assistant**  
to join our team for a 12-month term contract.

**This is what you'll be responsible for:**

The Administrative Assistant is primarily responsible for ensuring the efficiency and effectiveness of day-to-day operations in the NWT Literacy Council's head office. In addition, the Administrative Assistant is responsible for providing timely accurate administrative support to the Executive Director, Program Director, Board of Directors and staff, as required. As the first point of contact for the NWT Literacy Council, the Administrative Assistant plays a key role in establishing a positive impression of the organization.

**These are some of the duties you will be performing:**

**1. Meetings & Workshops**

- Arranges all logistics for Board, Annual General Meetings, team and other meetings including travel, accommodations, catering and other support, as required
- Collates, and distributes Board materials and records and distributes Minutes
- Organizes all logistics including registration, facilities, meeting rooms, supplies, catering, travel and accommodation for all workshops, guests and participants
- Provides ongoing administrative support for special events such as International Literacy Day, NWT Literacy Week and Family Literacy Day
- Tracks anniversary dates of contracts and business relationships and advises the leadership team in a timely manner

**2. Office Administration**

Correspondence & Documentation

- Drafts, updates and issues annual contract letters including business contracts, contribution agreements, staff renewal letters and others, as requested
- Receives, processes, and distributes ingoing and outgoing mail and courier deliveries
- Assembles and mails bi-annual literacy packages
- Distributes the Annual Report on behalf of the Board of Directors
- Arranges for printing and distribution of the organization's newsletter and the weekly e-news to a dedicated list of recipients
- Provides proofreading and comments on various publications and letters

### Memberships

- Maintains up-to-date information in the NWT Literacy Council's membership database
- Processes all membership requests and membership renewals and issues receipts and confirmation to members
- Manages the anniversary dates of all memberships

### Office Operations

- Creates and manages electronic and printed team calendar (Microsoft Teams)
- Manages Reminders, Anniversary Dates and Deadlines for staff
- Manages weekly project update list in Teams
- Manages all electronic reminders for major deadlines including, but not limited to, Reporting, Finance and Project Entry and Update deadlines
- Creates an inventory tracking system and monitors all office consumables and makes purchases to ensure adequate stock of supplies
- Maintains contacts and relationships with service suppliers to ensure cleanliness, maintenance, upkeep and security for all staff within the office space
- Researches and recommends suppliers and services agreements for leased office equipment to ensure value and efficiency of equipment

### **Here are the knowledge, skills and abilities you'll need to be successful:**

- Strong administrative skills including record-keeping, note-taking, correspondence, proof-reading, document updating and file management
- Excellent organizational & time management skills
- Microsoft Office suite and experience with MSWord, Excel, Powerpoint and search engines
- Ability to build strong, lasting and mutually beneficial relationships with individuals and groups with varying interests, backgrounds and cross-cultural experiences.
- Excellent written and verbal communication skills.
- Team focused approach that is positive and collaborative.
- High level of integrity, professionalism and discretion with confidential information
- Self-motivated and proactive and able to manage multiple projects successfully.

### **This is the kind of education or training that will help you in this role:**

- A diploma or degree in administration or management and a minimum of 3-5 years of progressively related experience
- Experience providing a full-range of administrative support to high level leadership teams and staff in a community-facing environment.

- Experience in working effectively with individuals, communities, organizations and government agencies at a local or national level.
- Strong experience working in a northern context.

**This is the work environment:**

This 12-month contract position is a full-time office position, based out of Yellowknife. Normal office hours are Monday to Friday from 8:30 am to 5:00 pm. Some travel may be required.

The NWT Literacy Council is an equal opportunity employer committed to Diversity, Equity and Inclusion and supports an individual's right to be treated without discrimination during their employment or when applying for employment. We invite and encourage applicants of all backgrounds, genders, races, disability statuses, sexual orientations, cultures, and religions. We will work with all applicants requesting accommodation at any stage of the hiring process.

We offer a competitive employee benefits package, including:

- vacation leave
- sick leave
- Group Benefits
- Training and professional development opportunities

**Contract Dates:** May 23, 2023 to May 21, 2024

If you are ready to join our team and help us make a difference in the lives of those we serve, apply before May 5, 2023.

Send your resume and cover letter by email to: [kathryn@nwtliteracy.ca](mailto:kathryn@nwtliteracy.ca)