

Administrative Assistant – Full Time Contract – One Year

Northern Youth Abroad (NYA) is a small, charitable organization that serves youth living in Nunavut and the Northwest Territories (<http://nya.ca/about-us/>). We offer experiential education programs that seek to foster cross-cultural awareness, individual career goals, and global citizenship in Northern youth. Created in 1998 NYA has more than 500 program alumni from across Nunavut and the NWT, 98% of whom are Inuit, First Nation or Métis. We've recently reviewed our staff structure and have decided to make some changes. We are looking to hire an energetic and dedicated team member to who will focus on the administration of the NYA office and organization in general.

This is a full-time salaried position working out of our Ottawa office. This is a one-year contract as we try out a new staffing model, its perfect for someone interested in playing a meaningful role in providing life changing experiences for youth and working as part of a small and dedicated team.

Working at NYA:

- The most important aspect of every job at NYA is supporting the success of our Participants and Alumni. This means that our approach, hours and philosophies support their needs, their potential, and their excellence.
- Our work and approach is directed by our guiding principles (<http://nya.ca/about-us/who-we-are/>)
- We are a northern serving and northern focused organization. It's important that every staff is knowledgeable and connected to the people and places that we serve. Through diversity, openness and collaboration NYA provides a unique opportunity to learn, share and grow, while reflecting the culture and lifestyle of the Canadian North.
- NYA's environment is a balance of fun, flexible and friendly, passionate and energetic and totally committed. This means that it is a good fit for people who like versatility, a fast pace, and like to work together to take on big challenges.
- We consider ourselves a training organization and we offer lots of opportunities to be involved in program creation, learning new areas, and contributing ideas and input.

Job Details:

- We see this role as being a key member of our team that is responsible for managing the office, keeping track of finances, and supporting organization administration. You will work closely with the other full-time staff members, as well as contract staff, and volunteers including the Board, Mentors, Host Families, etc.
- We have a lot of details – have you ever booked 300 flights? You need to love logistics, details and plans and have the ability to runs with ideas turning them into a beautiful reality. Our ideal candidate is organized, anticipates upcoming needs, and can keep many balls in the air.
- Administrative tasks will include managing the office, booking travel, coordinating events and activities, and supporting other members of the staff, particularly the Executive Director.
- The financial responsibilities will include the day-to-day entry of revenues and expenses, tracking receipts, producing reports and working with our accountant and auditors.
- This position is based out of the NYA office, and a lot of the time will have “normal” office hours. Sometimes travel is required, as are evening and weekends. All staff have the opportunity for some travel, but this position does not require significant days away. The average per year would be less than 5. This would include visiting Orientation/Re-Orientation, attending the annual staff retreat, and occasionally other events like Board Meetings, fundraising activities, conferences, etc.

What We'd Like You to Bring:

- Demonstrated experience in a similar role, through a combination of work experience and education, that has prepared you for this new challenge.
- Great organization, strong attention to detail, and eagerness to do great work, find new solutions, and work together to explore new potential.

- Comfort and experience with financial tracking and record keeping, preferably in Quickbooks.
- The ability to thrive with competing deadlines, changing priorities, and under pressure.
- To be a natural trouble shooter and solution finder.
- Experience working in a supportive role with youth is an asset, as is experience in non-profits, and with volunteers.
- A strong desire to play a big role on a small team – we value relationships that are based on kindness, generosity, collaboration and mutual support.
- We strongly encourage applications from NYA Alumni, and others with a connection to the North, including Inuit, First Nations and Métis candidates. For all candidates, knowledge of the Canadian North and its people is a strong asset.
- We like technology – we think that it makes our small team able to do a lot more, and really just makes us better. We use a combination of traditional software suites like Microsoft Office, and Adobe Creative Cloud along with leveraging newer apps and technology like Slack, Trello, and Airtable. Therefore, we want you to be comfortable with technology, and generally open and willing to learn. We are mostly a MAC office, but the accounting software, Quickbooks, runs on a PC.
- Comfortable working in a dynamic, and sometimes hectic, work environment, with a group of deeply passionate, youth-focused staff
- Ability to work flexible hours and overtime including evenings and weekends during peak program times, and during special events and activities.
- Drivers license (preferred)

Interested in joining the NYA Team? Apply online <http://bit.ly/applyadmin>

Please submit your application by Monday January 28th, by the end of the day. We would like to schedule interviews the week of February 4th, and have the position begin as soon as possible.