

Office Coordinator/Administrative Assistant – Full Time

This is a full-time salaried position working out of our Ottawa office. This position will begin as a one-year contract with longer term renewal possible. This position is perfect for someone who thrives in a fast-paced role and likes to have their finger on the pulse of many tasks and projects.

Job Details:

- This position manages the smooth operations for a busy team and office. Administrative tasks will include managing the office, booking travel, coordinating events and activities, and a range of other admin work.
- This position is the key support for the Executive Director and includes schedule management, correspondence, tracking deadlines and priorities.
- This position coordinates all of NYA's incoming and outgoing shipments and manages supplies and other inventory.
- 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 run with ideas turning them into a beautiful reality. Our ideal candidate is organized, anticipates upcoming needs, and can keep many balls in the air.
- 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.

Qualifications:

- 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.
- The ability to thrive under pressure when working with competing deadlines and changing priorities.
- 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, and collaboration.
- 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 software suites like Google Workplace, Microsoft Office, and Adobe Creative Cloud along with apps and technology like Quickbooks, Slack, ClickUp, and Airtable. Therefore, we want you to be comfortable with technology, and generally open and willing to learn. We are a MAC office.
- 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.
- Driver's license and vehicle access (preferred).