



MAKING THE SHIFT^{INC}

youth homelessness social innovation lab

JOB TITLE: Office Administrator/Event Coordinator, Making the Shift Inc.

TYPE OF POSITION: Contract – 1 year with possibility of renewal

HOURS OF WORK: Full-time (35 hours/wk)

SALARY: \$45-50K per year, plus benefits; salary commensurate with experience

1. BASIC FUNCTIONS

The Office Administrator & Event Coordinator will be responsible for providing administrative and event planning support to **Making the Shift Inc.**

Making the Shift (MtS) is a Youth Homelessness Social Innovation Lab with a mandate to contribute to the transformation of how we respond to youth homelessness through research and knowledge mobilization specific to youth homelessness prevention and housing stabilization. MtS is co-led by the Canadian Observatory on Homelessness at York University and A Way Home Canada.

The Office Administrator/Event Coordinator (OA/EC) is responsible for general office administration and secretarial support, including: maintenance and organization of the day-to-day workings of the MtS office and as well as liaison with funding organizations and other departments and faculties across campus. The OA/EC will also organize meetings, events and conferences for MtS, including note taking and secretarial support for advisory bodies and committees. The position will work with the Managing Director, Scientific and Implementation Directors, and the Chair of the Board of Directors to coordinate and plan these meetings, as well as other staff as required.

The OA/EC provides senior administrative support to the Managing Director, and works closely with the Scientific and Implementation Directors of Making the Shift Inc., the project team, partner teams, national funding organizations, regional and national partner organizations, government representatives and bureaucrats, faculty members and staff at York University and other Faculties/Universities, as well as people with lived experience of homelessness.

2. MAJOR DUTIES

A) OFFICE ADMINISTRATION

1. Correspondence; provision of information to all stakeholders.
2. Management of mail, fax, voicemail, various institutional email accounts, office supplies, and key distribution; allocation of office space and workstations; technical support (office machine/computer maintenance/service).

B) EVENT COORDINATION

1. Oversee and carry out all administrative aspects of planning and hosting events, such as meetings and conferences. Tasks include room booking, catering (if applicable), invitations, guest list management, booking and facilitation of teleconference lines, web access, meeting minutes, expense claims, etc.
2. Promotion of events through a variety of channels. Cover live events on social media (including photography), such as live tweeting, snapchat and Instagram.
3. Coordination of major committee and advisory body meetings, incl. administrative aspects (see above) and note taking.

C) ADMINISTRATIVE AND SECRETARIAL SUPPORT

1. Assisting with technical, resource, and informational requests from affiliated faculty, projects, and initiatives: maintaining updated membership information; provision of technical support to affiliates (use of photocopier, computers, fax, software, etc.); researching information, resources, and contacts to support affiliate activities.
2. Providing support to the activities of the Managing Director in such processes as: the development of project proposals and reports; policy review and planning; communications with, and responses to, University administrative offices on issues of research administration, University funding, etc.
3. Scheduling meetings, managing conference calls, taking notes and preparing/distributing minutes. Maintaining the schedule of the Director (e.g. answering and scheduling meeting requests).
4. Liaising with departments and faculty across campus (catering, VPRI, Faculty of Education, Procurement, TUUS, etc.) and partner organizations (A Way Home)
5. All file management of Making the Shift Inc.

D) OTHER DUTIES AS ASSIGNED BY THE DIRECTOR

3. QUALIFICATIONS

EDUCATIONAL REQUIREMENTS: 2 years post secondary education with some business administration/project management courses or equivalent.

EXPERIENCE REQUIREMENTS: 1-2 years of recent related administrative experience, preferably in an educational or non-profit environment.

SKILLS: Excellent oral and written communication skills to elicit and interpret information from a variety of sources; strong project management and coordination skills; ability to work as a member of an inter-disciplinary team and independently to identify and accomplish project(s) objectives; high tolerance for ambiguity; self-directed and demonstrated initiative; excellent organizational skills, including ability to multitask, set priorities and meet deadlines; excellent attention to detail.

Technical skills: Excellent computer skills required - including MSExcel, MSWord, MSAccess, electronic mail and scheduling applications (Lotus Notes preferred). Familiarity with York University's online systems an asset (including CONCUR, e-Reports, HR Self Serve, etc.). Ability to do independent online research an asset.

4. APPLICATION PROCESS

Your complete application package must include a cover letter, resume, and the names of at least 3 work related references. Please ensure that "OA/EC Making the Shift" is quoted in the email subject line. Submit applications to jlalande@yorku.ca

Posted on: March 28, 2019

Closing Date: Posted until filled

Only those selected for an interview will be contacted. Priority consideration is given to Canadian Citizens and permanent residents in Canada. We are committed to Employment Equity and encourage applications from all qualified candidates.