



## Part Time Office Coordinator

At **Sage Seniors Association**, a powerful sense of mission influences everything we do. We want every Edmonton senior to live a full and healthy life, to do as much as they can, as well as they can, for as long as they can. To do this well, to strive to be the best we can be at it, we need great people who are eager to join that mission.

Does your resume include words like “organized,” “detail-oriented,” “self-starter,” and “team player”?

The Part Time Office Coordinator position plays an essential role in the day to day operations of the Sage Seniors Association and the culture within the organization.

This position is responsible for coordinating the office administrative functions within Sage and providing support to the management team and the Board of Directors. This position will also assist with service calls and supervision of administrative volunteers.

If you have a diploma in Office Management or suitable equivalent, with 3 – 5 years admin support to management experience, and are interested in exploring this opportunity, please visit our website at [www.mysage.ca](http://www.mysage.ca) for the full job description and application details.

Please submit resume by **December 28, 2016** to:

Sage  
15 Sir Winston Churchill Square  
Edmonton AB T5J 2E5  
Attn: Karen McDonald, Executive Director  
Fax: 426- 5175  
Email: [kmcdonald@mysage.ca](mailto:kmcdonald@mysage.ca)

While we appreciate all applications, only candidates selected for an interview will be contacted.  
**No phone calls please.**



**POSITION DESCRIPTION**

**Position: PART TIME OFFICE COORDINATOR**

**Program: Administration**

**Reports to: Executive Director**

**Date Approved: December, 2016**

Overview of the position:

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**RESPONSIBILITIES:**

<b>Area of Responsibility</b>	<b>Tasks</b>
<b>Administrative Assistance</b>	<ul style="list-style-type: none"> <li>• Set up meetings for the Executive Director, Director of Operations and Director of Community Relations as required;</li> <li>• Provide a hard copy and/or electronic copy of all non-confidential documents to appropriate staff person and central filing system;</li> <li>• Create and modify documents using Microsoft Office;</li> <li>• Perform office duties to include but not limited to: photocopying, faxing, scanning, mailing, and filing as required.</li> </ul>
<b>Administrative Support To Sage Staff</b>	<ul style="list-style-type: none"> <li>• Register staff for conferences/workshops, make travel/hotel arrangements as required;</li> <li>• Establish and maintain a system for ordering, storage and distribution of external publications;</li> <li>• Order publications as directed;</li> <li>• Create forms as needed.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Coordinate all incoming and outgoing mail, faxes and courier deliveries, with support from volunteers;</li> <li>• Coordinate domain registrations.</li> <li>• Computer Lab Supervision</li> </ul>

<b>Administrative Support To The Board Of Directors</b>	<ul style="list-style-type: none"> <li>• Prepare agendas, minutes and other documents as required;</li> <li>• Complete, edit and circulate minutes of the Board to Directors as appropriate or directed;</li> <li>• Prepare Board packages for Board and Committee meetings as directed;</li> <li>• Distribute agendas and information for Board and Committee meetings;</li> <li>• Book rooms and refreshments for Board and Committee meetings;</li> <li>• Notify attendees of the time and place of meetings and provide materials that are available prior to the meeting as required;</li> <li>• Ensure set-up of room is appropriate for Board and Committee meetings;</li> <li>• Maintain Board records;</li> <li>• Maintain Board attendance records;</li> <li>• Keep track of Board volunteer hours and submit monthly report to Volunteer Coordinator;</li> <li>• Maintain Board member lists;</li> <li>• Prepare AGM materials as directed by the Executive Director and Director Community Relations;</li> <li>• Register Directors for courses, workshops and events as directed;</li> <li>• Act as liaison between staff and board for email communications;</li> <li>• Organize an annual schedule for Board Committee meetings;</li> <li>• Back-up Finance Manager by contacting Treasurer or other Officers to sign cheques or other documents.</li> </ul>
<b>Equipment and Space</b>	<ul style="list-style-type: none"> <li>• Maintain postage machine including update of postage rates, electronically filling postage, ordering supplies;</li> <li>• Provide back-up to the Building Coordinator for requests from staff for service calls for repairs to postage machine, phones and copiers/printers, computers, furniture and other equipment and assets;</li> <li>• Order toners for photocopier, Finance Manager, Food Services Manager, Safe House;</li> <li>• Oversee storage spaces other than technology storage room</li> <li>• Coordinate and ensure room bookings for staff internal committees.</li> </ul>
<b>Purchasing and Office Management</b>	<ul style="list-style-type: none"> <li>• Order business cards, name tags and door signs for staff;</li> <li>• Coordinate parking passes (Safe House and main office) including inventory, issuance and contact with issuers;</li> </ul>
<b>Volunteers</b>	<ul style="list-style-type: none"> <li>• Provide opportunities for volunteers to be involved in Administration;</li> <li>• Supervise 3<sup>rd</sup> Floor Reception and Data Entry volunteers;</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide schedules for the volunteers daily, weekly and monthly shifts, ensuring adequate coverage is in place for the 3<sup>rd</sup> floor reception area;</li> <li>• Coach, support and reinforce the volunteer's work;</li> <li>• Provide ongoing individual or group meetings to review new policies and procedures, volunteer needs, customer service and training requirements;</li> <li>• Address any performance or behavioral problems;</li> <li>• Meet with each volunteer annually for position review;</li> <li>• Maintain a log of volunteer hours.</li> <li>• Train 3<sup>rd</sup> floor reception Volunteers;</li> <li>• Provide orientation for new volunteers to the reception/admin area and review customer service expectations</li> </ul>
<b>Orientation and Training</b>	<ul style="list-style-type: none"> <li>• Orientate new hires to Sage administrative process;</li> <li>• Train staff in the use of computer programs – Outlook, Word, etc.;</li> <li>• Train staff in use of equipment – copiers, faxes, scanner, phones, etc.;</li> <li>• Educate staff about our document management systems.</li> <li>• Update internal documents such as contact lists and emergency information</li> </ul>
<b>Banking And Records</b>	<ul style="list-style-type: none"> <li>• Coordinate bus ticket supply and log – issue as needed;</li> <li>• Coordinate taxi slips for Sage (including supply to Safe House);</li> </ul>
<b>Document Control</b>	<ul style="list-style-type: none"> <li>• Maintain and coordinate an up-to-date, comprehensive system of electronic and paper document storage, filing and retrieval;</li> <li>• Through appropriate Supervisors, ensure that staff are utilizing the electronic filing system correctly and providing necessary paper documents for filing;</li> <li>• Regularly review electronic files and move files when not filed appropriately;</li> <li>• Remove “stale” files from the server and save them in a retrievable format;</li> <li>• Oversee back up of all electronic data;</li> <li>• Weekly change server room back-up tape and take home for off-site storage;</li> <li>• Develop, update and distribute forms.</li> </ul>
<b>Safety and Security</b>	<ul style="list-style-type: none"> <li>• Maintain Safe House key control – program and order for elevator and stairs;</li> <li>• Control of Sage keys including log of key holders.</li> </ul>

<b>Policy and Procedure</b>	<ul style="list-style-type: none"> <li>• Assist in the writing of policies for administration area;</li> <li>• Ensure compliance with administrative policies and procedures;</li> <li>• Oversee the Organizational Manual and make changes as directed including policy updates, formatting and providing copies to Directors and Board;</li> <li>• Review, maintain and enhance electronic and paper filing systems.</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• As required and/or assigned.</li> </ul>

## QUALIFICATIONS

- Diploma in Office Management or suitable equivalent;
- 3 to 5 years of progressive administrative support to management;
- Knowledge of Microsoft Office programs;
- Ability to type at 60 w.p.m. or above.

## SKILLS and EXPERIENCE

- Possess knowledge of administrative systems/processes, basic financial application and their operational impact;
- Excellent communication and time management skills;
- Excellent interpersonal and customer service skills;
- Ability to set priorities and to adapt to changing priorities;
- Knowledge of office automation tools and computers;
- Familiarity with basic accounting procedures;
- Ability to clearly analyze and identify problems and obtain information from defined sources;
- Ability to work effectively and efficiently in a fast-paced environment and able to consistently meet deadlines;
- Previous work with volunteers;
- Self-motivated and able to work as part of a team.

## HOURS OF WORK

20 hours per week. Schedule to be determined. This position qualifies for health benefits.

## SALARY LEVEL

\$22.87 per hour base rate, plus benefits and pension contributions as defined by Board policy. Rates above the base salary rate will be considered based on assessment of the successful candidate's education, skills, previous experience and other factors.

## POSTING

Please submit your resume and letter to: [kmcdonald@mysage.ca](mailto:kmcdonald@mysage.ca) or  
 Karen McDonald  
 15 Sir Winston Churchill Square  
 Edmonton, AB T5J 2E5