

Coordinator of Communication and Administration
Permanent, Full-Time

What We Do

The Newfoundland and Labrador Association of Social Workers (NLASW) is the regulatory body and professional association for 1600 social workers in all regions of the province. As an organization, NLASW is committed to improving the well-being of the public by ensuring high quality social work practice and advancing equitable health and social policy.

About the Role

The Coordinator reports to the Executive Director & Registrar and collaborates with the Board for the performance of responsible communications and administrative work. The work is of a self-directed nature requiring initiative and judgment in coordinating a wide variety of confidential and sensitive matters. The Coordinator provides oversight of the NLASW registration system, financial processes such as payroll, accounts payable/maintenance and budget planning, office/records management and supervision of administrative staff. The position is also responsible for coordination of the operational and technical production of communication materials including content for the NLASW's website, social media feeds, membership and stakeholder publications.

Qualifications

- Graduate with a university bachelor's degree or college diploma from an accredited university/college preferably with major course work in Business Administration.
- Considerable experience in a generalist office management role including a minimum of three years' experience in communications, office administration and financial management.
- Those with an equivalent combination of training and experience will be considered.

Competencies (Knowledge, Skills & Abilities)

- Ability to work on numerous projects requiring tight deadlines without direct supervision
- Ability to plan, assign, supervise and provide coaching and guidance to administrative staff
- Demonstrated strong organizational and time management skills with high attention to detail
- Knowledge and experience in project and office management
- Demonstrated ability to effectively communicate using written and oral skills
- Proficient computer skills with MS Office, accounting and content management systems/software
- Strong problem-solving and critical thinking skills
- Strong critical and creative thinking skills to assess and resolve problems or issues
- Knowledge of effective employee communications methods and practices.
- Knowledge of a social work setting or association is preferred, but not essential
- Ability to maintain a satisfactory record of work performance and attendance is required

To apply: Submit your resume and cover letter by email to careers@nlasw.ca. We thank all candidates for their interest; however, only those selected for an interview will be contacted.

Deadline to Apply: December 18, 2017

Candidate Requirements:

The successful candidate will be required to provide a satisfactory Certificate of Conduct from the RCMP or local Police, educational documents, and Social Insurance Number.