



Northern Interior Communities Association

Coordinator – Job Description

Role:

The position of Coordinator is a liaison role with organizational and educational priorities. It is unique to the non-profit sector in that a diverse employment and educational background is a huge asset in working with the membership.

The membership of NICA is comprised of 400+ non-profits, groups and charities who seek assistance with Community Gaming applications and appeals. *The Coordinator works with these groups and acts as a conduit of information between membership; the Gaming Policy and Enforcement Branch; NICA board of directors; and the community at large.*

Employment requirements:

- Completion of secondary school or GED is required.
- A university degree or college diploma in business or public administration is encouraged.
- Experience in non-profit, administrative, and office administration is preferred.
- Some bookkeeping skills needed

Responsibilities:

- Effective communication amongst board of directors, charities, and government.
- Management of Board of Directors correspondence and support, travel and expenses
- Website and Facebook maintenance and support
- Prepares meetings, workshops, research and relatable duties.
- Assist non profits and charities in completing Community Gaming Grant applications.
- Having an understanding of grants and funding in the non-profit, government and charity sectors.
- Answer the phone, correspondence and email for the Association.
- Basic bookkeeping and office procedures.

Skills required:

- Effective communicator highly organized and detail oriented. A good critical thinker.
- Public speaking ability, willingness to do public relations

- Able to maintain a high level of confidentiality as well as tact and diplomacy.
- Personable, able to communicate effectively with a large number of charities and Board members.
- Competent in using a variety of computer programs including Word, Excel, and Power Point
- Competent in using Sage Accounting program-monthly bill payments and accounts reconciliation
- Ability to maintain the Association website.
- Office administration experience.
- Proficiency with and understanding media and marketing.
- Valid driver's License and Abstract

Wages and Hours

Currently the funding provided by Community Gaming Grants revenue is sufficient for a part time coordinator of 20 hours. The wage is currently set at \$18.00 per hour dependant on performance and experience. The budget allows for flexibility of hours and travel for workshops and regional networking. We are unable to provide medical benefits but allow staff to accrue vacation time rather than pay it out.

Office

In having an office, our membership is able to access services Monday to Friday, from 9:00am to 2:00pm with some flexibility.

Management

The President of the Board of Directors oversees the day to day operations of the Association as well as the direct management of the staff position. The executive of the board forms a personnel committee if issues arise with staffing. The President is responsible for approval of timesheets and vacation days, notification of sick days and tardiness. The Coordinator reports to the President on a regular basis for guidance and updates.

Funding

The position of Coordinator is funded by Community Gaming Grants-applied for yearly.

If interested in this position please email: shawn.bortolon@outlook.com by **August 26, 2020** by **4:30pm**. Those selected will be called for an interview, and we thank you all for your interest in applying to this position.