



Job Description

Job Title	Role	Employment Status	Wage Band	Salary Range
Administrative Assistant	Employee	Full-time - Contract	2	\$34,421 - \$48,800
Reports to	Department	Hours of Work	Benefits	
Executive and Marketing Manager	Administration	7 hours/day 35 hours/week	N/A	

Job Summary

The Administrative Assistant is responsible for a wide variety of administrative duties in support of the Executive and Marketing Manager. Duties include but are not limited to assisting with marketing activities, providing executive and administrative support, and promoting NADF programs and services.

Key Responsibilities

1. Administrative Support

- Perform basic administrative tasks, such as answering phones, responding to emails, photocopying, and scanning.
- Attend meetings and take minutes as needed.
- Support additional tasks as needed to facilitate departmental operations.

2. Data Entry and Filing

- Input and manage data in spreadsheets, databases, and other systems.
- Organize and maintain physical and digital filing systems.

3. Correspondence and Communication

- Compose, edit, and format documents, reports, emails, and other correspondence.

4. Scheduling and Coordination

- Schedule and coordinate appointments, meetings, and marketing-related events.
- Coordinate travel arrangements, including flights, accommodations, and itineraries.

5. Support for Meetings and Events

- Assist in organizing meetings and events, such as the Annual NADF Business Awards and Annual Comprehensive Community Planning Conference, and others as required.
- Assist in logistics coordination, including ordering promotional materials.

6. Support for Workshops and Webinars

- Provide administrative and technical support to workshop and webinar hosts, such as setting up event registration forms, and other links (i.e. Zoom).
- Prepare marketing and promotional materials, such as booth kits, door prizes, etc.

7. Digital Marketing Support

- Assist in managing social media accounts and online marketing campaigns.
- Assist with content creation, scheduling posts, and responding to inquiries.

8. Budget and Expense Management

- Support in monitoring and tracking department budgets.
- Assist in preparing purchase approvals for department-related activities.



Job Description

Qualifications and Experience Required

Education

A post-secondary diploma in Business or Marketing; or a high-school diploma or equivalent with additional education in marketing or related field.

Experience

A minimum of two (2) years of administration experience in a related field.

Knowledge and Skills Required

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Strong organizational and multitasking abilities.
- Attention to detail and accuracy in handling tasks.
- Ability to work independently and prioritize tasks effectively.

The Employee will be Responsible for

- Performing the duties and responsibilities of the position to the best of their ability.
- Acting in accordance with relevant legislation and company policies and procedures.
- Protect confidential and proprietary information of the company, its employees, and clients.
- Maintaining respectful, collaborative, working relationships with co-workers, clients, and stakeholders.
- Understanding and fostering the company's mission and vision statements.
- Understanding and fostering the company's values and ethical statements.
- Understanding and fostering the company's Vivid Vision.
- Maintaining a safe workplace to avoid putting themselves or others in danger.
- Presenting a positive and professional image of the company.

Conditions of Employment

- Valid Class G driver's license.
- A reliable personal vehicle would be preferred.
- Ability to obtain required vehicle insurance.
- Ability to work a flexible schedule.
- Ability to travel as may be required.

Note

This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the organization.

Signatures

By signing this document, I acknowledge that I have read, understand, and agree to the above job description related to my position at NADF.

Chief Executive Officer Approval		Date	
Employee Name (Print)			
Employee Signature		Date	