



## Job Posting Administrative Coordinator

**Nelson House of Ottawa-Carleton has an opening for a full-time,  
Administrative Coordinator (AC).**

**This is a non-unionized one-year contract with the possibility of renewal.**

The Administrative Coordinator (AC), as a member of staff reporting directly to the Executive Director, is responsible for organizing and coordinating office operations and procedures to ensure staff are supported and that the Nelson House office runs efficiently and smoothly thereby supporting organizational effectiveness and efficiency.

The Administrative Coordinator's daily tasks involve overseeing clerical/office duties, expense tracking, daily communication, house maintenance and helping to coordinate weekly item donations.

Additionally, the AC is responsible for maintaining office records; implementing administrative procedures; overseeing, and, reviewing administrative operations; coordinating administrative support, service contracts, basic payroll processing, and managing supplies.

### **About us**

Nelson House provides shelter to women and children fleeing violence, we also operate a 24-hour crisis line and offer transitional support, children's programming, advocacy, resources, and support for the VAW sector.

### **Requirements:**

- Vulnerable Sector Police Record Check required.
- Must be fully vaccinated (two vaccines) against COVID-19.
- College degree in a related discipline or equivalent accreditation.
- Minimum 3 years experience in an administrative management position.
- Experience working in the charitable or non-profit sector.
- Strong attention to detail and communication skills.
- Ability to manage a variety of tasks and competing deadlines.
- Microsoft Office suite experience and working with databases.
- Experience in a unionized environment is considered a strong asset.

**Start Date:** When filled.

Nelson House of Ottawa Carleton, P.O. Box 5381, LCD Merivale, Nepean, ON. K2C 3J1



Please email your resume, including a cover letter, in confidence to: Christy Savage at Executive.Director@nelsonhouse.on.ca

**Job Type:** Full-time, 37.5 hours weekly, 7.5 hours daily (onsite 8 hours includes unpaid 30-minute eating period)

**Vacation and Benefits:** two weeks **vacation** per year, **ten days paid leave** annually (personal leave, sick leave, or compassionate leave). **Leave cannot be taken during the first three months, however, all leave will accrue during this time.**

**Salary and benefits:** \$30.00/hour + 2% salary paid out in lieu of benefits, \$30/monthly cell phone reimbursement, mileage for work-related travel, and free parking space.

**Flexible Language Requirement:** French is not required but is considered an asset.

**Schedule:** Monday to Friday between the hours of 8:00 am and 5:00 pm, flexible start and end time.

**Experience:** Administrative: 3 years (required).

**Work Location:** On-site.