



190 Victoria Road, Suite 204. Dartmouth, Nova Scotia, B3A 1W5

ABSW OFFICE COORDINATOR JOB POSTING

Title: Office Coordinator
Job Type: Permanent, Full-time
Office Location: 190 Victoria Road, Suite 204, Dartmouth
Hours of Work Per Week: 35 hours

The Organization:

The Association of Black Social Workers (ABSW) is a volunteer charitable organization consisting of Black Social Workers and Social Service Workers throughout the province, whose objective is to provide information and resources about social work-related projects and programs for persons of African descent. The ABSW also offers services such as counselling and advocacy to individuals as well as the community. The ABSW seeks to educate the public through the promotion of learning opportunities, production of resources, conferences and workshops on matters affecting the Black family and community throughout the province of Nova Scotia.

Position Scope:

The Office Coordinator will perform administrative duties as directed by the Executive Director, to include office management procedures, providing receptionist duties, preparation/organization and filing of documents both physical and electronic. As well, drafting reports and presentations, handle incoming correspondence, respond to emails and inquires, as well as conduct brief initial intake of needs from telephone calls or walk-in clients and triage/direct to the appropriate person or place.

If you are a friendly, approachable, and an empathic person, this job may be for you!

Key Responsibilities:

- Office management
- Maintain and update files and records (physical and electronic) including confidential information.
- Assistance in the preparation of financial report and budgets
- Making bank deposits when required
- Schedule and coordinate appointments and meetings
- Responsible for taking and preparing minutes of meetings
- Coordinate and assist with the Association's events, meetings, and conferences
- Respond to inquiries from the public and other interest groups

- Participate in various special projects and assignments as needed
- Update social media platforms as required
- Create and update various organizational tools
- Order and maintain office supplies and equipment
- Other tasks as required

Qualifications:

- Post-secondary degree in business administration, secretarial studies, or work/experiences that showcase an Office Coordinator's professional ability.
- Minimum of 4 years in an administrative role. Previous experience working in an office or Non-profit organization desirable.
- Demonstrated knowledge of office responsibilities, systems, and procedures.
- Strong work ethic, detailed-oriented with strong problem-solving skills.
- Excellent time management, work management and organization skills.
- Excellent verbal and written English language communication skills.
- Proficiency in Microsoft Office Suite, Macbook computers, and other relevant software applications, as well as developing spreadsheets and PowerPoint/Canva presentations.
- Knowledge of basic financial management software and accounting spreadsheets, including Excel.
- Previous experience in preparing official reports and documentation.
- Ability to maintain confidentiality when working with confidential documents and information.
- Ability to work independently and as part of a team.
- Ability to multitask, prioritize competing demands and meet deadlines.
- Ability to capture information from clients/calls and direct to the appropriate person/place.
- Knowledge of community and government organizations and the services that they provide.
- Knowledge of the African Nova Scotian community
- Strong social media skills considered an asset.

Working Environment:

This is a full-time position that operates in an office setting. The Office Coordinator may be required to work extended hours, evenings or weekends as needed, to meet deadlines or complete special projects.

Applicant Responsibilities:

- The successful applicant will be required to provide a Criminal Records/Vulnerable Sector Check.
- Must have a valid driver's license and access to a reliable vehicle.

Salary: **\$44,000 – 50,000 annually.**

Closing Date: **April 30th at 4: 30 pm AST.**

Please send your cover letter and resume to office@nsabsw.ca

We thank all applicants for their interest, however, only those selected for an interview will be contacted.