



NATIONAL TRUST FOR CANADA

Position Title: Administrative Assistant and YCW Coordinator

Are you a collaborative people person who wants to make a difference in the world of Canadian heritage?

It is an exciting time to join the National Trust for Canada as we embark on a new strategic plan and work to support Canadians caring for historic places and landscapes across the country. If you're passionate about our mission, read on....

ABOUT THE NATIONAL TRUST FOR CANADA

Created in 1973, the National Trust for Canada is the leading national charity dedicated to the conservation of Canada's historic places. The Trust believes that heritage places and older buildings are integral to solving community challenges and meeting contemporary needs, including climate resilience, diversity and inclusion, identity and sense of place, and community wellbeing.

WHAT WE DO

Help Historic Places Thrive: *We provide access to resources – financial, professional, and inspirational - that support those who care for and make decisions affecting historic places.*

Foster national awareness of the value of heritage:

We raise awareness and engage interest in the contributions that heritage places make to communities, including working with non-profit, government, and corporate partners to advocate for the preservation of heritage places. We inspire Canadians to renew and enjoy historic places that tell the stories of Canada.

Support the Next Generation:

We fund emerging professionals, students and volunteers through Bursaries and Scholarships and our Young Canada Works program to foster excellence for all in conservation practices.

POSITION SUMMARY

The Administrative Assistant and YCW Coordinator provides administrative support to the office of the Executive Director and to the Young Canada Works program. This role involves a range of support activities including coordinating files related to the Young Canada Works program, organising meetings, managing the calendar of the Executive Director, providing centralised coordination of administrative processes for the Trust, and responding to public inquiries.

KEY RESPONSIBILITIES:

Under the supervision of the Manager of Operations, delivers, , the Young Canada Works Program in accordance with guidelines established by the Department of Canadian Heritage (PCH), by:

- Receiving, registering and maintaining project proposals for the Young Canada Works in Heritage Organizations (YCW-HO), and the Young Canada Works at Building Careers in Heritage program (YCW-BCH).
- Assisting in organizing the Peer Review Process, including meeting preparations, committee documentation, and invitations to members.
- Issuing and tracking all letters of intention and contribution letters for approval by project sponsors.
- Processing all requests for payment in keeping with the policy guidelines established by the program.
- Reviewing and processing all final reports as well as employer and student evaluations.
- Maintaining assigned portions of the YCW database.
- Providing information to project sponsors concerning program guidelines and policies.

Front Office Duties:

- Providing a professional front office and telephone presence during office hours.
- Responding to outside enquiries of a general nature or referring enquiries to other staff members or outside resources.
- Ensuring timely flow of incoming and outgoing mail, packages, messages and other information throughout the office.

Support to the Executive Director:

- Maintaining and tracking administrative calendar (key dates: events, meetings, mailings etc.).
- Maintaining and tracking the Executive Director's calendar.
- Gathering, assembling, and distributing support material for Board meetings and Committee meetings (e.g., agendas, briefing documents, travel arrangements and travel claims, etc.).
- Assisting the Executive Director in responding to requests for information or materials
- Recording, preparing, and distributing minutes of Board meetings.
- Organizing and archiving board-related corporate records (board meeting minutes, motions and resolutions, etc.)

General Administrative Support

- Transcribing and formatting letters, memoranda, reports, and other documents, sometimes of a confidential or sensitive nature.
- Coordination of courier and postal services
- Weekly bank deposits
- Data entry in accounting software
- Receiving, processing, and responding to requests for information from the general public (information kits, reports, etc.)
- Coordinate all staff meetings and events and coordinate and support the use of the corporate Zoom account.

REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS:

Strong administrative skills and the ability to keep precise records are required. The incumbent must possess excellent communications, interpersonal and organizational skills. The incumbent must also have the ability to prioritize, problem solve, be well organized and detail oriented.

The duties of this position require excellent word processing and database software skills using the Microsoft 365 suite of products, and a working knowledge of Wordpress, Wix_ and Quick Books Online software is an asset. Basic math skills are essential.

Planning and organization: The duties require the effective planning of one's own work and the juggling of priorities to be able to meet time-sensitive demands. The ability to use and coordinate interfaces between multiple financial data management systems and to identify and correct errors and inconsistencies are required. The incumbent must ensure that all materials produced accurately reflect the protocols relating to financial and data management.

Effective interpersonal relationships: The work requires contact with all staff, for purposes ranging from the exchange of information and ideas to the provision of support services. The work also requires contact with the public.

EDUCATION AND EXPERIENCE

A degree or diploma in a related discipline* is required. At least three years of education and/or experience in records keeping, information management, customer service, providing administrative support services to management, or experience working in an office environment is desirable.

A demonstrated interest in cultural heritage is considered an asset.

*Related disciplines may include but are not limited to: business administration, accounting, history, and museum studies.

LANGUAGE REQUIREMENTS

Communications skills: The ability to speak, read and write at an intermediate level in both English and French is required. The ability to produce written text suitable for business correspondence in one language (either English or French) is required.

WORK SCHEDULE AND EMPLOYMENT DETAILS

- The National Trust is based at 190 Bronson Avenue in Ottawa. This is a Permanent, Full-Time position commencing September 2024.
- The starting salary range for this role is: \$45,206.94 - \$56,508.68 + benefits.
- As a Permanent, Full-Time Employee, you will participate in the Public Service Superannuation Pension Plan and have the option to participate in the Public Service Health Care Plan, Public Service Dental Plan and Public Service Management Insurance Plan; paid sick leave; starting paid vacation of 3 Weeks, with 2 flexible days per year to accommodate cultural and religious observances.
- Paid professional development opportunities.

CONDITIONS OF EMPLOYMENT

- Eligibility to work in Canada is mandatory.
- As part of offer acceptance, the individual will be required to read and sign off on the Trust's Employee Handbook, "Working at the Trust."

- A criminal records check may be required -- this factor is not used at the pre-selection stage.
- May be required to work occasionally outside of normal business hours to support events. May be required to travel occasionally.

HOW TO APPLY

Please submit your cover letter and resume, as one PDF (Portable Document Format) document to Audrey Morrison amorrison@nationaltrustcanada.ca. We thank all applicants for their interest in the National Trust for Canada, however only those candidates selected for an interview will be contacted. *The National Trust for Canada is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.*