



JOB DESCRIPTION

Administrator, Emergency Funding **United Way NWT**

Purpose

The Administrator, working as part of a team, is responsible for assisting in the planning, coordination, execution and tracking of project activities from initiation to completion. This position collaborates with the Executive Director, United Way Committees and contractors, to complete United Way NWT projects that have received funding or donations to assist community governments and/or organizations in emergency planning and recovery.

Key Responsibilities

Assist in implementing the project deliverables in collaboration with the Executive Director and Emergency and Recovery Committee, including:

- Developing guidelines and application forms for the projects
- Communicating with relevant parties regarding potentially available projects
- Developing and maintaining detailed project schedules and tracking completion of tasks by established deadline dates
- Maintaining accurate project documentation, including funding agreements, project reports and current data
- Attending meetings and maintaining accurate and updated minutes of Emergency and Recovery Committee meetings

Qualifications

Education or equivalency:

- Bachelor Degree/Diploma in business administration.
- Project management or related field (equivalent experience will be considered)

Experience:

- 1-3 years of experience in project coordination/administration

Skills:

- Strong organizational and time-management skills
- Good communication and interpersonal skills
- Ability to manage balance multiple tasks simultaneously

- Problem-solving abilities and proactive attitude
- Ability to work independently, but also as part of a team
- Detail-oriented
- Ability to work in high-stress and rapidly changing environments

Work Environment:

- The Project Coordinator will work from home
- This role may involve occasional overtime to meet project deadlines
- The Project Coordinator ensures that the project stays on track, coordinating all elements of the process, and supporting the United Way NWT in achieving their success

Compensation:

- \$30.00 / per hour
- Work Week: 20 to 25 hours per week (In case of an emergency situation more hours may be requested)
- Benefits are not offered

Please submit your resumé by December 11, 2024 to:

ED@NWT.Unitedway.ca

For more information on this offer and/or about United Way NWT please contact.

Linda Bussey

Executive Director

United Way NWT

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