



Brigadoon Village invites applications for the position of
Administrative Coordinator

Reporting To: Jenn Ross, Director of Operations

Key Collaborators: Operations Team, Financial Controller and Halifax Office Administrator

Location: This full-time position is based at Brigadoon Village on Aylesford Lake.

Contract Term: Full-time, year-round.

Salary Range or Hourly Rate: \$37,000 - \$47,000

Who We Are

Brigadoon Village is a non-profit recreational facility that delivers year-round camp programming that seeks to passionately transform the lives of Atlantic Canadian children and youth living with health conditions and other life challenges. We help them reach their full potential through experiential learning, meaningful connections and exceptional fun.

Brigadoon Village is located on Aylesford Lake in the Annapolis Valley with an office located in Halifax's Hydrostone Market.

Who We're Looking For

Brigadoon is seeking an **Administrative Coordinator** for our Brigadoon Village Office. Reporting to the Director of Operations, this position supports the Village Operations Team. They will carry out various administrative duties to support the annual strategic and tactical objectives, advancing the mission of Brigadoon, and to support the growth and sustainability of Brigadoon Village.

Key Responsibilities

- First point of contact for phone calls and visitors to the Village.
- Responsible for the management of the Village Office, including coordination with suppliers, managing office supplies, filing, and receiving and sending mail.
- Oversees the administrative aspects of the operations team's human resource requirements, including new staff (full-time and seasonal) paperwork, and credential checks.

- Responsible for the organization's accounts receivable and payable process including invoicing, receiving payments, data entry and reporting. Works closely with Brigadoon's Financial Controller to ensure they have information required to maintain updated accounts and provide payroll support when needed.
- Manages all summer and outdoor centre contracts and ensures all necessary paperwork is collected before a group arrival.
- Produce reports from our camper database as required.
- Work with committee chairs and staff leads, assist in establishing annual meeting schedules, provide committee support including, but not limited to preparing agendas and supporting materials, taking minutes, and ongoing communication with committee members.
- Supports the Director of Operations and Operations Management Team as required.

Qualifications and Characteristics

- Community college diploma/University degree or equivalent in Office Administration or Business Administration or a relevant experience
- 2-3 years' experience in an administrative role
- Proficient in the use of Microsoft Office Suite, general office equipment and keen to learn and trouble-shoot problems as they occur
- Demonstrated skills including: problem solving, analytical and organizational skills, innovation, and creativity
- Ability to work in a fast-paced, demanding environment of competing priorities
- A commitment to meeting Brigadoon's mission
- Police and Child Abuse Check
- Excellent interpersonal, communications and consultative skills
- Excellent verbal and written communication skills
- Ability to troubleshoot and resolve problems quickly and effectively
- Valid driver's license and access to a vehicle to be able to get to and from Brigadoon Village
- Enthusiastic, passionate self-starter with excellent time-management skills
- Flexible, adaptable, and diplomatic
- Able to work in a small office environment and at program locations
- Commitment to programming for children with health challenges

Brigadoon Offers

- Full-time position, with competitive salary and benefits package
- A flexible approach to schedule and work location where we put our staff first
- A dynamic work environment where new ideas are encouraged, and brainstorming sessions break out frequently
- An environment that supports growth in your role and challenges you with new opportunities
- Brigadoon Village is committed to employment equity and aspires to have a workforce that is representative of the diversity of our community; we encourage all passionate, qualified candidates to apply

How to Apply

- Interested candidates are asked to submit their cover letter, resume, including salary expectations to careers@brigadoonvillage.org with the subject line 'Admin Coordinator'. We will begin screening applicants on January 17th, 2022. This post will remain open until filled.
- We thank all candidates for their interest, however only those under consideration will be contacted
- An offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer or will result in withdrawal of offer or termination of your employment. Checks may include one or all of the following checks: Reference / Employment Verification, Education Verification, Criminal Background and Vulnerable Sector Search