



# Registered Nurses Association of the Northwest Territories and Nunavut

PO Box 2757 Yellowknife, NT X1A 2R1

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www.rnantnu.ca

<b>Job Title:</b>	<b>Executive Assistant</b>	<b>Travel Required:</b>	Occasional
<b>Department/Group:</b>	RNANT/NU	<b>Position Type:</b>	Full-Time
<b>Location:</b>	Yellowknife, NT	<b>Salary Range:</b>	\$64,740-77,317/year
<b>Purpose</b>			
<ul style="list-style-type: none"> <li>• Reports directly to the Executive Director / Registrar.</li> <li>• Provides administrative support to the Executive Director (ED).</li> <li>• Maintains and organizes office files – electronic and paper.</li> <li>• Main contact for IT concerns – external contact for contract IT agents.</li> <li>• Basic bookkeeping.</li> <li>• Maintains social media accounts.</li> <li>• This position requires a high degree of confidentiality.</li> </ul>			
<b>Scope of Position</b>			
<p>The RNANT/NU is a not-for-profit Association which has legislated responsibilities to register all nurses in the Northwest Territories and Nunavut, under a mandate of protection of the public. RNANT/NU approves nursing education programs, coordinates writing of the national RN Exam, and has responsibility for professional conduct review and informational/political activities related to the nursing profession. Activities of the ED/ Registrar and other office staff are governed by Legislation, Bylaws and Policy.</p> <p>The Executive Assistant primarily will provide direct support to the Executive Director and the ongoing operations of the RNANT/NU. The Executive Assistant is called upon to make administrative decisions within his/her scope of employment.</p>			
<b>Skills and Qualifications</b>			
<ul style="list-style-type: none"> <li>• Minimum Grade 12 Academic preparation with additional administrative and bookkeeping studies, preferably from a Management Studies or Administrative Program</li> <li>• Minimum 2 years administrative support experience</li> <li>• Working and advanced knowledge of Windows Programs – word processing, spreadsheets, database, e-mail; must be able to converse knowledgeably with computer consultants/contractors</li> <li>• Basic bookkeeping knowledge</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to time manage, multi-task, organize and prioritize own workload and prioritize decisions on the urgency of requests in the absence of professional staff</li> <li>• Ability to problem-solve independently within his/her scope of practice</li> <li>• Project Management skills</li> </ul>			

## **Duties/Responsibilities**

### **To Provide Direct Support to the Executive Director**

- Prepare draft correspondence as required; scheduling / travel arrangements for Executive Director, expense claims.
- Prepare meeting documents.
- Establish and maintain files relevant to the Executive Director and the management of the office.

### **Office Administration**

- Update committee files and contact lists.
- Maintain and organize office files.
- Track RNANT/NU's renewable contracts and events e.g.
  - rental contracts
  - leases
  - terms of committee members
  - newsletter submissions
  - assist with Registration cycles during renewal period
- Pick up mail; look after incoming and outgoing mail/courier items.
- Maintain photocopier.
- Track software licenses.
- Responsible for staff updates and benefit enrollment;
- Manage staff leave and attendance record.
- Make bank payments and obtain signatures for cheques.
- Maintain, order, and occasionally shop for office supplies.
- Coordinate various projects that may be assigned from time to time.
- Make travel arrangements for staff; complete expense claims.
- Prepare background articles and information for the newsletter.
- Under the direction of the ED, produce newsletter for posting on the RNANT/NU website.

### **Financial**

- Assign financial codes for income and expenditures.
- Perform bookkeeping functions including:
  - invoices,
  - cheque preparation,
  - pay,
  - benefits,
  - remittances,
  - WSCC.

**Duties/Responsibilities**

**Board Support**

- Archive and update policies and bylaws internally and on website.
- Track all by-law changes that require membership ratification.
- With direction from the Executive Director and others, plan and execute the General Meeting of the Association.
- Update procedure / resource information as necessary on the Board section of the website.

**Database and Website**

- Maintain RNANT/NU website.
- Provide statistical data as required.
- Act as main contact for IT concerns– external contact for contract IT agents.
- Perform other related duties as required.

**Registration**

- Support the Registration Coordinator when necessary.

**Signature Block**

**I have read and understood this job description.**

**EMPLOYEE**

**Signature**

**Name**

**Date**

**Executive Director**

**Signature**

**Name**

**Date**

**Last Updated By:**

Denise Bowen

**Date**

March 26, 2021