



Registered Nurses Association of the Northwest Territories and Nunavut

PO Box 2757 Yellowknife, NT X1A 2R1

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www.rnantnu.ca

Job Title:	Executive Assistant	Travel Required:	Occasional
Department/Group:	RNANT/NU	Position Type:	Full-Time
Location:	Yellowknife, NT	Salary Range:	\$64,740-77,317/year
Purpose			
<ul style="list-style-type: none"> • Reports directly to the Executive Director / Registrar. • Provides administrative support to the Executive Director (ED). • Maintains and organizes office files – electronic and paper. • Main contact for IT concerns – external contact for contract IT agents. • Basic bookkeeping. • Maintains social media accounts. • This position requires a high degree of confidentiality. 			
Scope of Position			
<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>			
Skills and Qualifications			
<ul style="list-style-type: none"> • Minimum Grade 12 Academic preparation with additional administrative and bookkeeping studies, preferably from a Management Studies or Administrative Program • Minimum 2 years administrative support experience • Working and advanced knowledge of Windows Programs – word processing, spreadsheets, database, e-mail; must be able to converse knowledgeably with computer consultants/contractors • Basic bookkeeping knowledge • Good communication and interpersonal skills • 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 • Ability to problem-solve independently within his/her scope of practice • Project Management skills 			

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

- Maintains 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
- manages incoming and outgoing mail/courier items, photocopier
- Track software licenses.
- Responsible for human resources coordination including staff updates, benefit enrollment, attendance
- 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.

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

May 02, 2022