



**JOB OPPORTUNITY**

The Aboriginal Chamber of Commerce is searching for an Administrative Specialist to play a significant role in continuing to build ACC’s value to Indigenous businesses in Manitoba. In addition to facing the short-term challenges created by the pandemic, ACC is undertaking several projects that create added strategic future value to our Indigenous business members. These are both challenging and exciting times for ACC.

<b>Position</b>	<b>Administrative Specialist</b>
Reporting to	Chair – Executive Committee
Hours of Work	37.5 hours per week 8:30 a.m. – 4:30 p.m. (flexible to accommodate meetings)
Hourly Salary	Salary Commensurate with Qualifications
Start Date	ASAP

**Overview of Role**

The Administrative Specialist deals directly with the Board of Directors, reporting to the Board Chair. The position provides membership relationship, administrative and organizational support for the ACC to enable the accomplishment of ACC goals and functions; and ensure the efficient operation of the office, assist ACC’s Committees, and support ACC in being of value to members.

**Objectives**

- Assist in building the ACC brand recognition, profile, and image through building strong relationships with all stakeholders through positive approach.
- Assist in building a strong membership base through direct and responsive communication process.
- Assist the Board in developing and executing a strong annual business plan, that includes 1.0) networking (especially including events), 2.0) education, 3.0) leadership through advocacy/policy support, and 4.0) accountability to members.

**Specific Duties**

- Communication with members in the promotion of ACC events, membership renewal, support of policy initiatives and general liaison
- Monitor communication, consisting of mail, email, social media accounts and telephone ensuring appropriate follow up is completed. This task includes informing and engaging the Directors as required to ensure follow-up with stakeholders and contacts. The Administrative Manager is a conduit for communication between all ACC Stakeholders and the Board of Directors.



- Provide administrative support to the Board Chair. Including the organization and execution of the annual business plan and AGM.
- Provide administrative support for Executive and Board meetings. This function includes the booking meeting rooms, sending out agenda/meeting notice, taking minutes & following up on action items as required.
- Provide administrative logistics support for Events Committee as described above and additionally provide support with registration and set up on event day, liaising with event venue as required, investigating catering and venue options.
- Assist other ACC committees with basic administrative functions.
- Provide administrative logistics support to the Membership Committee as described above. Assist the Membership Committee in the development and execution of the annual membership renewal and new member campaigns. Administer new member and member renewal processes and follow up on membership renewals as required.
- Maintain an accurate data base of all members (paid and late in paying) vendors and partner organizations.
- Oversee and guide the work of summer interns and student intern projects
- Supervise, set up and schedule the meeting rooms on second floor as per Winnipeg Chamber of Commerce agreement
- Other duties as assigned
- Attend committee and Board meetings

#### **Relationships**

- Responsible to the Executive Committee. Reports to Chair.
- Liaison with Winnipeg Chamber of Commerce management
- Maintain a friendly, cooperative and business-like relationship with all volunteers and Chamber members
- Maintain a positive, business-like relationship with all elected and appointed officials and members of the community with whom ACC interacts

#### **Qualifications**

- Good communication and interpersonal skills
- Strong organizational skills to create office and related systems that are efficient
- Ability to set priorities and complete work with a high level of accuracy
- Self-motivated and able to work alone at a high-performance level
- Experience working with Microsoft Office. Database experience an asset (CRM Software)
- Minimum two to three years of relevant experience

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For more information please visit <https://www.aboriginalchamber.ca>.  
If interested in applying please email a resume to [admin@aboriginalchamber.ca](mailto:admin@aboriginalchamber.ca),  
attention 'Admin Application'. Closing date Dec. 21, 2020.