



Job Posting (External)
Administrative Coordinator, Special Needs and Moving On Project
65 High Street Baddeck, NS
Permanent Full-Time

Breton Ability Centre is a dynamic organization that is committed to providing quality services to people of varying abilities. We serve and support individuals living with complex developmental, mental, or physical challenges. Our goal is to enable individuals to learn personal, social, vocational, and educational skills as they transition to community living. Breton Ability Centre also administers the *Special Needs and Moving On Projects* for the Canadian Union of Postal Workers (CUPW) and the Union of Postal Communication Employees (UPCE-PSAC).

Life is more demanding when you work and have a child with special needs or disabilities. The Special Needs and Moving On Projects provide resources and support for CUPW and UPCE-PSAC members whose children have disabilities, disorders and/or health impairments. The Special Needs Project is geared to CUPW and UPCE-PSAC families with young children while the Moving On Project is for CUPW and UPCE-PSAC members who have adult sons and daughters with disabilities.

As a significant employer in the Cape Breton area, we are seeking a highly motivated, self-directed individual to join the administrative team in the role of **Administrative Coordinator**. Ensuring the efficient operation of clerical support functions and support to the CUPW and UPCE-PSAC Special Needs and Moving On Project. The Administrative Coordinator reports to the Projects Coordinator and is a member of the Special Needs and Moving On Project Team. As part of this team, the Administrative Coordinator will often be the first point of contact for members for the organization. Duties include but are not limited to; Managing multi-detailed mailings; maintaining effective filing systems, coordinating all incoming and outgoing mail, maintaining office supplies, assisting with payment process, and other related duties as assigned.

Qualifications:

- **A university degree or diploma in the Administrative field, or an equivalent combination of education and experience.**
- **Minimum three years of related experience working in a fast-paced, demanding administrative environment.**
- **Understanding/Experience working with families supporting children with disabilities, disorders and/or health impairments.**
- **Satisfactory completion of Child Abuse Registry checks and Vulnerable Record/Police Checks.**
- **Excellent oral, written, and interpersonal communication skills.**
- **Ability to respond to members in an empathic, courteous, and tactful manner.**
- **Ability to work cooperatively within a team.**
- **Ability to function both independently and collaboratively.**
- **Excellent time and task management.**
- **Excellent problem-solving and organizational skills.**
- **Demonstrated computer literacy skills, knowledge of Word and Excel, and experience working with database software.**
- **Being bilingual (English and French) would be considered an asset.**

Posting Closes March 19, 2024

Interested applicants should submit a current resume and cover letter to:

Human Resources Coordinator
Breton Ability Centre
hr@cb-bac.ca

We thank you for your interest and submission. Please note, only those selected for an interview will be contacted.