



Job Description – Member and Communications Coordinator

Local Government Administrators of the NWT (LGANT) is a non-profit, non-government organization that provides support and development opportunities to Senior Administrators working in local governments throughout the Northwest Territories.

Job Summary/Purpose:

The Communications Coordinator position duties include but are not limited to: maintaining filing systems, recording, distributing and replying to mail, preparing correspondence, assist in preparing for meetings/annual conference and updating content on LGANT's website and newsletter and other assigned duties in accordance with approved practices and procedures as established by the Personnel Directive Policy for part time employees. This position is based in Yellowknife, Northwest Territories. The individual promotes and upholds the Vision and Mission of LGANT and all associated programs/personnel.

Primary Duties and Responsibilities:

This position is responsible for:

Member Services and Stakeholder Relations:

- Maintain list of regular and associate members;
- Track membership fee payments;
- Establish a good working relationship with members;
- Promote LGANT programs and services to members;
- Create and distribute Surveys to gather information for programs and services;
- Create reports and spreadsheet based on information gathered from surveys and consultation;
- Research current training and funding opportunities for members;

Communications/Organization Support:

- Post job and bidding opportunities;
- Arrange venue for the annual conference and Annual General Meeting;
- Assist in program planning for the annual conference;
- Arrange logistics for board meetings;
- Facilitate creation of the Request for Proposals (RFP) for Audit Services;
- Facilitate and track the Sponsorship program for the annual conference;
- Prepare content and design of the Annual Report;
- Gather information and prepare design of the monthly newsletter;
- Prepare, create, and produce promotional content for website and social media outlets.
- Create graphic designs for all LGANT program materials;

- Provide input into the LGANT Strategic Plan;
- Provide input into the LGANT Business Plan;
- Prepare content and design of the Annual Report.

Administrative Tasks:

- Conduct all business banking deposits;
- Receive and distribute incoming/outgoing mail;
- Edit and proof-read program materials;
- Respond to telephone or email enquiries or forward to appropriate persons;
- Prepare a variety of documents such as forms, reports for the Executive Director or Members;

Knowledge and Skills:

- Proficient in Microsoft Office skills (Outlook, Word, Excel, and Power Point) and basic graphic design skills using Canva, Wix and other online programs for editing content;
- Experience using PDF editing software is considered an asset;
- Excellent attention to detail, high regard for accuracy, and the ability to provide high-quality projects;
- Strong verbal and written communication skills in English;
- Highly organized with strong interpersonal and time management skills;
- Ability to prioritize work effectively to meet deadlines and adapt to changing workload demands.

Working Conditions:

Part - Time work Monday through Friday at 25 hours per week. Overtime will be required to accommodate activities such as the annual professional development conference, AGM, attending events and conferences or to meet deadlines. Overtime is compensated at the rate of time and one-half or equivalent leave with pay at the appropriate overtime rate.

Qualifications:

- A diploma in Business Administration, Office Administration and/or Communications.
- 1-3 years experience in a professional office setting.

This position requires an organized, detail-oriented individual who is able to manage multiple tasks/projects at once.

We consider equivalent combinations of education and experience on a case-by-case basis.