

## Aboriginal Sport Circle: Human Resources

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### Administrative and Information Services Manager

Aboriginal Sport Circle (ASC)

Ottawa, ON

The ASC has an opportunity for a skilled administrative and information services manager to contribute to the development of Indigenous sport in Canada. As a member of the executive, you will lead a small administrative team, oversee the office and operational systems, ensure stakeholder access to ASC content, and manage information and records. Your role will also include effective internal and member communications, and support of contractors implementing the external communication strategy.

This full-time permanent position can be filled outside of Ottawa or Ontario, but occasional travel may be necessary. Time zone differences will need to be considered; all scheduling will be based on Eastern Time Zone. Remote work is currently available and could be permanent.

Your duties and responsibilities:

- Manage the virtual and physical office
- Adhere to budget, including managing costs and assessing expenditures
- Manage the organization's digital and physical documents, and records, applying structured naming protocols, version control, archiving practices, etc.
- Manage members' digital data resource and create data management strategy
- Oversee and contribute to the user-friendly design of information and data infrastructure, with the assistance of contractors
- Manage online security via access management; manage systems updates, backups, recovery, schedules, and audit
- Gauge user satisfaction, and update or recommend new tools
- Create, implement, and manage the organization's internal communications strategy, including developing quality error-free material and arranging for translation as required
- Oversee and contribute to external communications strategies implemented by third-party communications specialists
- Support managers, the board, and members, when directed, with the production of collateral, bulletins, briefings, media releases, presentations etc.
- Contribute to organization's "look and feel" and lead brand updates as directed
- Conduct environmental scans; anticipate, identify, and mitigate risks to the brand
- Create style guide and principles
- Source and oversee contractors, re: meeting minutes, social media management, etc.
- Manage schedule for organizational submissions to regulators, annual meetings, etc.

Your expertise and skills:

- Post-secondary degree in business administration, communications, information, or other relevant field
- Demonstrated experience leading teams responsible for the delivery of administrative services

- Minimum two years experience in office management, information management, data strategy, project management, communications, or a combination of experience and education
- Demonstrated experience developing and implementing multi-stakeholder information plans and strategies
- Current understanding of communications approaches, such as SEO/SEM, content marketing, digital analytics, social media, and digital content management
- Ability to proactively seize opportunities to build a promotional program to enhance the profile of the ASC
- Capable of leading and managing multiple projects simultaneously
- Strong relationship management skills; ability to positively interact and build relationships with a wide range of internal and external stakeholders, including board, CEO, and provincial and territorial Indigenous sport leaders
- Exceptional oral and written communicator
- Significant experience in the Indigenous sport or community development sector an asset
- Information, records, content management, and communication experience in a small to medium enterprise setting an asset
- Robust skills in MS Office and other relevant digital tools
- Ability to travel occasionally within Canada
- Bondable

**Supervision:**

- Reports directly to the CEO
- Is directly reported to by Administrative Assistant and Minutes Manager (contractor)

**Diversity:**

As a provider and supporter of programs and services to Indigenous organizations, communities, and people, the ASC will employ qualified Indigenous candidates.

**Details:**

Job Type: Full-time, Permanent

Salary: \$67,500 per annum

Benefits: Yes

Application deadline: June 1, 2021

Language: English, French proficiency an asset

Send applications to [careers@aboriginalsportcircle.ca](mailto:careers@aboriginalsportcircle.ca)