



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Link's Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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PROGRAM ADMINISTRATOR REPOST

Job ID	21893-5110	
Web Address	https://careers.indigenous.link/viewjob?jobname=21893-5110	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2018-08-21	To: 2050-01-01
Job	Type: Full-time	Category: Education

Description

JD # JD1146

Pay Grade: 8

Title: Program Administrator

Unit/Project Description: For Department use only. This position will report to the Executive Director, Education Services and the Indigenous Health Initiative Lead in the Faculty of Health Science. The Indigenous Health Initiative is a Faculty -wide activity with the participation of multiple programs within health sciences. Preference will be given to Indigenous applicants (Inuit/Metis/First Nations).

Job Summary: Responsible for participating in the strategic planning and implementation of initiatives and related projects. Develops and implements communication plans and objectives. Provides program administration and financial support.

Purpose and Key Functions:

- Collect, analyze, assess, and summarize information relevant to the decision making process and develop recommendations for final approval and implementation.
- Collaborate in the strategic planning for initiatives and related projects.
- Develop, coordinate and implement a work plan for the communication and promotion of the Initiative or Program.
- Communicate and work collaboratively with departments, faculties, and organizations to identify new partnerships and synergies.
- Develop communication and strategic plans and objectives.
- Conduct ongoing market research which includes planning and administering surveys, coordinating and facilitating focus groups.
- Plan and coordinate a variety of departmental activities and events.
- Act as a liaison between Initiative or Program and various stakeholders.
- Conduct database, literature, and web searches to locate documents and articles that can be used for reference in support of the Initiative or Program.
- Write and design communications, marketing, and related materials for audiences in print and electronic formats.
- Develop the program budget for review and approval.
- Implement and maintain the program budget and expense reports. Create financial projections and make adjustments to the program budget throughout the fiscal year.
- Gather and compile information required to develop reports and related materials for dissemination to internal and external stakeholders.
- Write a variety of documents including, but not limited to, reports, correspondence and minutes.
- Exercise appropriate controls, monitor, and reconcile accounts.
- Coordinate the calendar of supervisor and others and resolve scheduling conflicts.
- Provide faculty and staff information regarding program policies and information.
- Complete applications, proposals and other related documents for review.
- Ensure adherence to health and safety requirements and maintain the training database for staff.
- Ensure timely and efficient processing of attendance sheets and payroll for interim staff.
- Attend and participate in a variety of meetings.

Supervision: Provide lead hand supervision and is responsible for the quality and quantity of work of others. Ensure adherence to quality standards and procedures for short-term staff and volunteers.

Requirements: Bachelor's degree in a relevant field of study. Requires 3 years of relevant experience.

Assets: For Department use only. Position requirements:

- He/she operates within the principles of cultural safety; and is knowledgeable of Indigenous Peoples cultures
- Working knowledge and experience collaborating in strategic planning and implementing initiatives and related projects
- Experience developing and implementing communication and strategic plans and objectives and includes experience writing and designing communications, marketing, and related materials for audiences in print and electronic formats
- Experience developing, coordinating and implementing work plans for the communication and promotion of Initiatives or Programs
- Working knowledge of and experience communicating and collaborating with departments, faculties, and organizations to identify new partnerships and synergies
- Experience conducting market research, which includes planning and administering surveys and coordinating and facilitating focus groups
- Working knowledge and experience planning and coordinating a variety of departmental activities and events
- Experience acting as a liaison between Initiative or Program and various internal and external stakeholders

- Experience creating and implementing program budgets, creating financial projections and making adjustments throughout the fiscal year, which includes exercising appropriate controls, monitoring and reconciling accounts
- Experience gathering and compiling information required to develop reports and related materials for dissemination, which includes experience conducting database, literature, and web searches to locate documents and articles that can be used for reference
- Experience providing lead-hand supervision, ensuring adherence to quality standards and procedures
- Proficiency with the following computer and database applications: Word, Excel, PowerPoint, Access, Mosaic, and Adobe

Additional Information: This position requires travel; as well as attendance at functions outside of normal working hours, therefore a flexible working schedule is required. We thank you for your application. Please note that only those candidates selected for an interview will be contacted.

For more information, visit McMaster University for PROGRAM ADMINISTRATOR REPOST