



Sisters of St. Martha, Antigonish, NS

Administrative Coordinator

With the SISTERS OF ST. MARTHA, ANTIGONISH

Sisters of St. Martha (CSM), Antigonish are looking to engage a full-time **Administrative Coordinator** for our Sisters of St. Martha Community residing at Parkland, Antigonish. In the spirit of our shared mission and values, the position of **Administrative Coordinator** is to support and work collaboratively with the Community Life Animator, the local Community Leader, and CSM Leadership to provide for the ongoing needs of our Sisters.

SOME HIGHLIGHTS OF THE ADMINISTRATIVE COORDINATOR ROLE:

- Ensures structures are in place for daily operations of the community.
- Provides supervision for medical accompaniment/driver, and technology support.
- Responsible for office management and organization
- Participates in the planning and development of a variety of activities and programs that respond to the needs of our Sisters including the need for leisure, social, emotional, and spiritual growth.
- Ensures the mission and values of the Sisters of St. Martha find expression in programs and services offered.

QUALIFICATIONS:

- Proficient with Microsoft 365
- Experience and/or knowledge working with an aging population
- Office management and organization
- 2-4 years relevant experience

For more information and details please contact Search Committee Assistant,
Joan Dewar at joandewar@themarthas.com

Please include *Administrative Coordinator* in the subject line.

APPLICATIONS DUE no later than

September 6th, 2023