



*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](mailto:joandewar@themarthas.com)

Please include *Administrative Coordinator* in the subject line.

APPLICATIONS DUE no later than

**June 20<sup>th</sup>, 2023**