Job Description:
Position: Office Coordinator - 12 Month Maternity Leave Replacement
Employer: Dalhousie Association of Graduate Students (DAGS)
Terms: Part-Time, Contract, Maternity Leave Replacement
Salary: $18.64/hr
Hours: Roughly 20 hours per week. Flexible hours. Work-from-home options available. Occasional evenings and weekends.
Start Date: September 1st. The selected applicant must be available for several paid part-time training hours between September 1st and September 16th, with the full-time position and salary beginning September 19th.

Job Summary:
The Dalhousie Association of Graduate Students (DAGS) is currently looking for someone to join our team as an interim DAGS Office Coordinator. This is a 12-month contract. Full-time students are not eligible for the position.

Duties:

General
- Supporting requests and needs of the DAGS Executive and its Members;
- The reception and administrative duties of the main office;
- The general tidiness and operations of the DAGS office, including the ordering of office supplies, merchandise and inventory;
- Attending meetings as an administrative resource, creating meeting agendas, organizing and distributing meeting documents, and taking meeting minutes;
- Assisting in the transition of Board members of DAGS and related entities following yearly elections and performing such functions that will ensure continuity and smooth functioning of DAGS and its related entities from year to year;

Finances
- Assisting the Vice President of Finances and Operations in keeping up-to-date records of DAGS finances on Airtable platform;
- Administering the DAGS grant programs in cooperation with the Vice President Finance and Operations;
- Completing graduate student society financial audits;

Communications
- Managing the DAGS email account;
- Assisting the Vice President of Student Life and Communications with the operation of the DAGS social media accounts on Facebook, Twitter, and Instagram;
- Updating and managing the DAGS website;
- Maintaining and make public up-to-date copies of all governing documents of DAGS;
- Advertising and administering programs, campaigns, or initiatives of DAGS as requested by the Executive;
- Maintaining an up-to-date contact list;

And other such duties incidental to the above or communicated by the DAGS Executive from time to time.

The Office Coordinator shall report to the DAGS President.
Essential Qualifications:
- Strong written and interpersonal skills
- Excellent organizational and time-management skills
- Primary knowledge of financial management
- Completion of a degree at a post-secondary institution
- Familiarity with Google G-Suite, Microsoft Teams, Social Media, and Weebly web platform
- Experience working with a member-based organizations

Other Assets:
- Knowledge of the post-secondary education systems and student governments within Nova Scotia and Canada

Benefits:
- A mandatory, cost-shared benefits package which includes Life Insurance, Health Insurance, and Travel Insurance
- An additional (optional) employee-paid benefits package which includes Dental Insurance and Long Term Disability
- Ten days paid vacation

To Apply:
If you are interested in applying, please submit your CV and cover letter to office@dags.ca.

The Dalhousie Association of Graduate Students welcomes the contributions that individuals from traditionally marginalized communities, as outlined under the prohibited grounds for discrimination in the Nova Scotia Human Rights Act, bring to our organization. Marginalized communities include racialized people; Indigenous people; women; lesbian, bisexual, gay, transgender and queer people; and people with disabilities. We encourage applicants to self-identify in their cover letter or application if they are a member of a marginalized community.

Application Deadline: Friday, August 26th 2022.

Please visit www.dags.ca for more information.