



churchillnorthernstudiescentre

## **JOB TITLE: FIELD STATION COORDINATOR**

Supervisor: EXECUTIVE DIRECTOR or designate

Date revised: January 2019

Classification: Full-time, salaried

### **JOB SUMMARY**

The FIELD STATION COORDINATOR is the primary point of contact between the Centre and its clientele. This individual is responsible for the efficient administrative operation of the organization which includes, but is not limited to, the allocation of Centre resources (accommodations and equipment), maintenance of client records, and managing the office and overseeing logistics. The FSC also supervises the daily activities related to hospitality with seasonal employees, contract staff, and volunteers.

### **JOB DUTIES AND RESPONSIBILITIES**

1. Administrative/Managerial
  - a) Manages the office and maintains client records
  - b) Answers the phone, responds to email and written requests for information
  - c) Collects incoming mail and processes outgoing mail
  - d) Monitors stocks of office supplies (paper, pens, etc.) and orders where required
2. Supervisory
  - a) Responsible for the daily operation of the CNSC in consultation with the EXECUTIVE DIRECTOR
  - b) Maintains hourly staff time sheets and submits to the BOOKKEEPER
  - c) Arranges for daily staff transportation by company shuttle
  - d) Coordinates staff meetings, as required
  - e) Assists the EXECUTIVE DIRECTOR with the hiring, training and appraisal of staff
  - f) COLLABORATES as part of the management team to include community outreach and strategic development
3. Logistics
  - a) Manages client bookings (detailed arrival and departure information)
  - b) Works with the PROGRAM COORDINATOR and SCIENTIFIC COORDINATOR to allocate accommodation, vehicles, and equipment rentals
  - c) Maintains arrivals/departure, staff schedules, and master list boards
  - d) Forwards client information records to the SPECIAL PROJECTS ASSISTANT for entry into the CNSC membership database

- e) Tracks and logs vehicle/equipment rental, fuel billed to clients, and administrative services (photocopying, faxes, etc.) on a daily basis
  - f) Ensures that all vehicles are properly registered and insured
4. Hospitality Management
- a) Schedules and supervises the daily activities of both seasonal and contract hospitality staff (food services, housekeeping, gift shop, and volunteers)
  - b) Prepares room cards and collects and manages waiver forms, permits, and PAL and driver's licence verification
  - c) Manages operation of the CNSC giftshop to include inventory, pricing, and customer relations
  - d) Sustains CNSC volunteer program to include strategy for solicitation, selection, and management of onsite duties

### **JOB REQUIREMENTS**

The FIELD STATION COORDINATOR must be:

- a) a team player willing to periodically work long hours, on flexible schedules, for the betterment of the Centre and its mandate
- b) willing to live in a remote, northern location and become an active and contributing member of the local community
- c) a professional committed to the continual evaluation and improvement of all aspects of the CNSC's operation
- d) a highly organized administrator with skills in record keeping
- e) an excellent communicator with the ability to interact effectively with clients of varied age, educational, and cultural backgrounds

### **MINIMUM QUALIFICATIONS**

1. A university degree or college diploma in administration, management, logistics or equivalent work experience (experience with non-profit organizations and/or science-based facilities is an asset)
2. Proven office administration
3. Highly proficient with computers and common software packages
4. Must possess (or be willing to obtain) the following certificates: Manitoba Driver's Licence with Class 4, Basic first-aid/CPR and Firearms Possession and Acquisition Licence