

THE NFB IS HIRING!

ADMINISTRATIVE COORDINATOR, DIRECTORS' OFFICE

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

This role supports three directors: the Director of Indigenous Relations and Community Engagement, the Director of Diversity, Equity and Inclusion, and the Senior Director, Partnerships and Business Development. The responsibilities of this position are deeply rooted in fulfilling the NFB's [Indigenous Action Plan](#) and its [commitment to diversity, equity and inclusion](#).

YOUR OPPORTUNITY

- A unique opportunity to take on the permanent, full-time role of Administrative Coordinator, Directors' Office, where you will:
 - coordinate general administrative activities and provide assistance to assigned Directors, namely the Director, Diversity, Equity and Inclusion, the Director of Indigenous Relations and Community Engagement, and the Senior Director, Partnerships and Business Development, as well as their respective teams;
 - act as a front-line resource person for both internal and external collaborators' requests;
 - collect data needed to produce periodic reports, such as performance indicators;
 - provide coordination support for activities related to NFB projects, draft messages, do research and update information, perform data entry and carry out administrative follow-ups;
 - communicate with various NFB departments on a regular basis to obtain information needed for reporting, internal communications, etc.
- Expand your network of industry, cultural and community partners across Canada and internationally.
- Be part of an exciting and dynamic workplace, where a number of ambitious projects are currently underway.
- Collaborate with our in-house experts in a variety of fields, from business affairs to post-production, marketing and distribution, publicity and communications, education and more.
- Work from the location of your choice within Canada (as long as you're available to work standard business hours, EST or CST).
- A salary in the range of \$54,340 to \$66,770 (under review) and a variety of employee benefits—medical and dental insurance, pension plan, paid leaves, and much more—in a unionized position covered by the Canadian Union of Public Employees (CUPE, Local 2656).

ABOUT YOU

You have the required education, knowledge and experience:

- Vocational studies in office automation or equivalent, a minimum of three (3) years' experience in a similar position; or an equivalent combination of training and experience;
- Familiarity with MS Office software (Excel, Word, Outlook, PowerPoint);
- Bilingualism (English and French), both oral and written;
- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, structured and rigorous approach to work;
- Strong organizational skills, sense of priorities and ability to meet deadlines;
- Initiative, judgment, discretion, tact, resourcefulness and team spirit;
- Computer literacy and ability to learn new office software;
- Excellent customer-service skills.

The protection of sensitive information entrusted to us is a fundamental priority and an important component of this position. **Therefore, candidates must be willing to complete a rigorous security screening process. Obtaining and maintaining a Secret security clearance is a condition of employment.**

At the National Film Board, our work is guided by our core values, which include respect, diversity, generosity, integrity, courage and empowerment.

The NFB has been a leader in greater diversity and inclusion in Canadian cinema and new media—but we know we need to do more to address inequities and systemic racism against Indigenous people, Black or racialized groups, and people with disabilities.

In keeping with the [NFB's commitment to diversity, equity and inclusion](#), we're dedicated to ensuring that our organization, creative collaborators and staff comprise a skilled, diverse workforce of individuals from all backgrounds, to accurately reflect the makeup of Canadian society. Accordingly, among the qualified applicants, **preference will be given to individuals who self-identify in their cover letter as a member of a First Nations group, as Métis or Inuit, as Black or as a member of a racialized group, and/or as a person with a disability.**

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

*If you're interested in this position and have the qualifications above, we invite you to apply in writing, including a copy of your **résumé**, to cv@nfb.ca, **BY SEPTEMBER 29, 2022, citing competition number AB-00021135**. For more information about this opportunity, please visit bit.ly/NFBJobs.*

Please note that only applicants selected for an interview will be contacted.