



Administrative Coordinator

Are you community oriented, detail focused, and motivated to support a team through effective administration and coordination? Do you have strong organizational skills and enjoy managing information, schedules, and daily operations? The Multicultural Association of Fredericton Inc. (MCAF) is seeking an **Administrative Coordinator** and we would like to hear from you!

Key functions:

- Supporting the day to day operation of the Board of Directors, including but not limited to organizing Board and Executive Meetings, record and distribute meeting minutes, organizing Annual General Meetings, coordinating Annual Report
- Ensuring smooth operation of the MCAF Office, arranging for contractors and other tasks as needed
- Monitoring MCAF general email and making appropriate referrals
- Managing MCAF Vans from administrative side
- Overseeing commercial cleaning services
- Assisting Director of Administration with administrative tasks as they arise, such as implementation and coordination of multiple systems and processes
- Other functions as they arise from the day to day operations of MCAF

Working conditions:

- Working under pressure, managing deadlines
- Working evenings and weekends

Requirements:

- Relevant post-secondary education in combination with relevant work experience
- Strong organization and time management
- Excellent interpersonal, cross cultural, written and verbal communication
- Strong ability to work in team and independently
- Flexible, patient and interested in working with people of various cultural backgrounds including LGBTQ community
- Proven ability to work well under pressure; outgoing
- Proficiency in the use of computers and various software applications
- Knowledge of MCAF programs and services and other community organizations that might be of interest to the newcomer families

Terms of Employment & Benefits:

- Contract - Renewable pending continuation of funding and satisfactory job performance
- Hours of work – up to 25 hours per week
- Benefits- prorated vacation days, sick days
- Criminal Record Check Clearance with Vulnerable Sector

Commencement Date:

- ASAP

Closing Date:

- July 30th, 2026

To Apply: E-mail your resume and cover letter merged in one document to hr@mcaf.nb.ca with the ***“Administrative Coordinator”*** in the subject line.

We wish to thank all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.

This position is funded by Immigration, Refugees and Citizenship Canada.