

## ***Job Description for Saskatchewan FOAJ Project position***

**Title:** FOAJ Administrative Justice Clerk in Saskatchewan (Temporary)

**Details:** post secondary student or administrative professional

- Maximum 160 hours for project work - timeline is to April 30, 2012
- Electronic updates on March 1, March 15, April 1, April 15 and final April 30, 2012.
- Must use own computer and phone. FOAJ will reimburse for any long distance calls (with receipts) and \$50 per month for internet costs
- Wage: \$20/hour, paid incrementally 30 days after electronic updates and invoices are received. Contract to be signed with position and the Foundation of Administrative Justice. (Format for invoices, expense forms will be supplied)

**Tasks:**

1. Investigate, gather, and collate information for FAJ of appropriate Administrative Justice groups in Saskatchewan

*Provide organization name, contact person, position title, phone (with area code), fax, email, mailing address (separated in columns by street address, city, province, and postal code)*

- i. All boards, agencies, commissions and regulatory organizations in Saskatchewan*
  - ii. All MLAs, Govt. of Saskatchewan ministers and deputy ministers*
  - iii. All professional organizations (self governing who have disciplinary or investigative powers)*
  - iv. All administrative decision making roles internal within government departments – for example employment standards officers, liquor investigators, privacy officers, social assistance decision makers, health and safety officers, claims officers, regulatory officers, etc*
  - v. All first nation organizations with decision making bodies*
  - vi. Any private organizations that have decision making bodies*
  - vii. Universities and colleges*
  - viii. Trade unions*
  - ix. Other organizations who regularly present cases before administrative decision makers or tribunals*
2. Do initial personal contact with identified organizations and persons to convey a positive basic FOAJ marketing message, provide FOAJ with individual contact feedback information

**Required Skills:**

1. Experience in business office and administrative work for data collection, entry, collation and contact in the Saskatchewan business and government world.
2. Good working knowledge of Microsoft word, excel or access spreadsheet
3. Motivated and self starter

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4. Excellent communication skills, including telephone communication and information gathering
5. Strong customer service skills
6. Competence in the verbal marketing process using personal contact

**Reporting to:** Bev Decore, Instructor Coordinator, Foundation of Administrative Justice

**Deliverables:**

Reporting information must be entered electronically and submitted in Excel or Access; mandatory columns:

1. Organization
2. Contact first name
3. Contact last name
4. Position title of contact in organization (Executive Director, president etc.)
5. Phone with area code
6. Fax number
7. Email address
8. Mailing address: separated in columns by street address, city, prov., postal code
9. Date of phone contact
10. Name of person contacted (might be same as above)
11. Result of personal contact (i.e. send materials, not interested etc.) as required by FOAJ including:
  - a. Notification of CCAT conference May 13-15, 2012 in Calgary
  - b. Notification of FOAJ conference October 17, 2012 in Saskatoon