

Position

## **EXECUTIVE ASSISTANT**

[Union Excluded Position – Full Time – 35 hours per week]

### **Position Summary**

Reporting to the Executive Director (ED), the Executive Assistant (EA) will provide leadership and support to the office of the ED, the management team and the Board of Directors.

This position works closely with and supports the ED in all aspects of Board stewardship. The EA also schedules joint meetings of the ED and Board members, stakeholders and senior staff and provides support to them as needed. The EA routinely performs a variety of complex and confidential tasks while adhering to a strong code of ethics in handling sensitive and confidential information.

At the ED's direction, the EA assists members of the organization with special projects.

### **Key Responsibilities**

#### *Support for the ED*

- Maintains a complex master calendar of activities and events for the ED. Arranges meetings, visits, appointments, travel arrangements, logistics coordination and itinerary preparation.
- Ensures that the ED is prepared and in possession of materials and information required for meetings, conferences and other scheduled events.
- Responsible for planning key committee and Board meetings. This includes tracking, monitoring and follow up on the progress of projects; tracking meeting participants, action items and strategies that emanate from the ED's office; collecting and ensuring the preparation and distribution of appropriate materials; and initiation of subsequent follow up meetings.
- Acts as a liaison to all internal departments and external parties.
- Drafts, writes and edits all correspondence.
- Reviews, answers and routes, as appropriate, all incoming mail (voice, paper and electronic) to the ED.
- Coordinates other functions of the ED's office.

### *Board of Directors Coordination and Support*

- Ensures that all logistical arrangements are made for meetings of the Board of Directors.
- Assists the ED in preparing for meetings of the Board of Directors, including creating informational materials for board members.
- Manages the logistical details of Board development, and handles on-site execution.
- Ensures that minutes of Board meetings and committees are taken, prepared and distributed and maintains records of Board actions.
- Provides governance assistance to the ED.

### *General Administration and Interoffice Coordination*

- Provides administrative and clerical support, including word processing and data entry.
- Creates and maintains files and other organizational systems.
- Acts as an information resource.
- Performs research and fact-gathering for the ED.
- Prioritizes and plans work, consistently meets deadlines and develops realistic action plans that support business goals and objectives.
- Takes initiative to identify problems and issues and seeks solutions proactively.
- Responsible for scheduling monthly Management Team meetings.
- Responsible for scheduling staff meetings and ensuring agenda drafting.
- Coordinates and schedules meetings between ED and any staff, Board member or stakeholder.
- Works collaboratively with all staff.
- All other duties as assigned.

### **Qualifications**

- Bachelor's degree preferred or college degree and progressive relevant experience.
- Requires a minimum of five (5) years of experience in executive assistance or administrative assistance for a high-level manager or director.
- Experience in not-for-profit or public organizations will be considered an asset.
- Excellent organizational abilities; able to prioritize multiple tasks; strong attention to detail.
- Experience establishing professional relationships.
- Significant experience being an effective collaborator with senior management, Board members and staff required.
- Experience with development, board relations, and strategic planning in a complex not-for-profit or public organization strongly preferred.
- Able to handle confidential matters with the highest degree of discretion, professional demeanor, accuracy, attention to detail and tact.
- High degree of initiative, political astuteness, professionalism, discretion and good judgment, as much of the communication is with senior management.
- Demonstrated analytical and critical thinking skills. Ability to use good judgment, take initiative and make recommendations in resolving problems and providing guidance.
- Ability to work flexibly, creatively and independently on assignments, using high degree of judgment, initiative, and discretion. Detail-oriented, prompt and dependable.
- Excellent writing and communication skills and ability to produce work products that exhibit a high degree of detail and accuracy.
- Demonstrated experience coordinating and/or managing the logistics of events or meetings.

- Experience coordinating work across a distributed organization - with other employees, departments and external organizations.
- Knowledge of Microsoft Office suite and online resources for calendaring, document production and research.
- Ability to work at the computer on a continuous, daily basis.
- Ability to work flexible hours when needed and to work occasional evenings.

SFSS is committed to recruiting, nominating and supporting skilled candidates that reflect the diversity of our community and encourages applications from women, persons of colour, persons with disabilities and members of Indigenous, LGBTQ+, cultural, religious and linguistic communities.

We offer a competitive and comprehensive compensation package

If interested please send a cover letter and C.V. to [jobs@sfss.ca](mailto:jobs@sfss.ca) no later than June 12<sup>th</sup> 2019 at 4:00 p.m.