

Job Description
Board and Executive Director Assistant
Part-time Position 28 hours a week
Wage range of \$23.10-25.70

Summary:

The Administration Assistant supports the work of the Executive Director by increasing their capacity to effectively lead the organization. The Administration Assistant also supports the work of the Board to fulfill the mission of the organization. The Administration Assistant reports directly to the Executive Director or to the Program Director in their absence. The Administrative Assistant implements specific delegated tasks and execute ongoing support activities in accordance with organizational guidance, practice and standards; and will consult with the Executive Director before initiating new assignments, finalizing public communications or making decisions that affect organizational resources.

Key Duties and Responsibilities:

Administrative Support

- Helps capture, process, and organize data and tasks to ensure effective management of Executive Director's work load.
- Helps maintain and manage the Executive Director's calendar, providing a "gatekeeper" and "gateway" role, creating win-win situations for direct access to the Executive Director's time.
- Organizes, schedules and prepares for meetings with key people and partners, takes notes and action minutes at key program meetings.
- Maintains the BCeID business accounts and ensures all users and information is kept up to date.
- Assists in drafting, editing and disseminating written communications including responding to email and other correspondence.
- Works closely and effectively with the Executive Director to keep them well informed of upcoming commitments and responsibilities.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director, including those of a sensitive or confidential nature.
- Ensures that the Executive Director and the Board members bio and contact information is up to date.
- Oversees special projects as delegated by the Executive Director and provides other administrative and office management support, as needed.
- Ensures all mailing lists are kept up to date, acts as the contact for survey monkey, and maintains the ECR list.
- Compiles, maintains and disseminates program and reference materials and documents.
- Conducts policy research and literature reviews and prepares briefs and memos on key program issues, as assigned.
- Maintains Keepass business accounts and purchase accounts, makes sure all passwords are current.
- Makes sure all policies are maintained on the Public folder.
- Assists in the preparation of expense and other admin reports.
- Composes and prepares correspondence that is sometimes confidential; arranges travel plans, itineraries, and agendas; and compiles documents for meetings.
- Maintains a sense of urgency, diplomacy and timeliness when responding to requests.

- Stays current with SCCSS programs and services.
- Supports the mission, vision and values of SCCSS and adheres to all policies.
- Supports the ED with compiling documents for Grant/Funding applications
- Provides support with compiling documents/information for Business Improvement Plan
- Finalizing Business Improvement Plan

Board Support

- Serves as a liaison to the board of directors and provides administrative support in the form of minutes, meeting scheduling and set up, organization and filing of board documents and research.
- Communicates directly, and on behalf of the Executive Director with Board members, staff, and others on matters related to Executive Directors program initiatives.
- Maintains discretion and confidentiality in relationships with all board members.
- Adheres to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.
- Ensures SCCSS is up to date with all registry filings including by-law changes, and annual society reporting.

Requirements & Qualifications:

- Post-secondary degree/certificate/diploma in a related field or equivalent training and experience.
- 2-3 years of experience providing administrative support to executives, preferably in a non-profit organization
- Forward looking thinker who actively seeks opportunities and proposes solutions with strong decision-making capability.
- Able to exercise good judgement in a variety of situations.
- Strong written and verbal communication, administrative and organizational skills.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat.
- Knowledge of web platforms and skills to organize and run virtual meetings, webinars via Zoom, MS Teams etc.
- Demonstrated ability to work independently on projects, from conception to completion while handling a wide variety of activities and confidential matters with discretion.
- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Very strong interpersonal skills with the ability to build relationships with stakeholders including staff, board members, external partners and donors.
- Experience working with diverse populations.
- A flexible schedule for occasional evening and weekend events.
- Ability to work under minimal supervision
- Successful results of criminal records check.
- A valid driver's license and access to a reliable vehicle is required.

Working Conditions

This position works in an office environment with time spent at various locations (indoors and outdoors) for different events and to provide support to volunteers and staff. Some evening and weekend work may be required.

Physical Requirements

Lifting and moving of supplies, office supplies and other related equipment.

Moving of furniture such as setting up tables and chairs.

Organizational Relationships

This position reports to the Executive Director.