

Job Description: Executive Assistant

The Executive Assistant coordinates the administrative support to the Executive Director (or their designate).

Duties (include but are not limited to):

- Document meeting minutes/notes; issue meeting reports; and follow up on action items as directed.
- Represent the ED by attending meetings in the ED's absence and plan events on behalf of the ED with minimal oversight
- Supervise the HR Coordinator on behalf of the Executive Director
- Conduct research on initiatives assigned
- Read and route correspondence and reports
- Collect and prioritize information
- Prepare and edit correspondence, communications, presentations and other documents
- Answer and manage incoming calls
- Arrange and co-ordinate meetings and events
- Record, transcribe and distribute minutes of meetings
- Disseminate information on behalf of the ED
- Produce information by transcribing, formatting, inputting, editing, retrieving, copying, filing and transmitting text and data
- Communicate the Executive Director's schedule to the front desk staff on a weekly basis
- Grant & report writing support as needed
- Assist with special projects and events as needed

Reports to: Executive Director
Salary: \$45,000 plus benefits

Date of Last Review of the Job Description: January 8, 2018

Executive Assistant

Required Qualifications, Knowledge and Experience

1-3 years of experience in an administrative support/operations role

Exceptional interpersonal, verbal and written communication

High level of integrity required for handling sensitive and confidential information

Exceptional judgment, strong initiative, and a quick learner with strong strategic thinking and analytical skills

Highly motivated and efficient, with the ability to execute and manage a significant volume of diverse tasks, activities and projects

Independent worker, reliable, responsible and self-managed

Computer savvy with a high proficiency in MS Office, Adobe Acrobat Pro, PowerPoint, Photoshop and Google Docs