



Courage • Compassion • Connection • Commitment

E4C, one of Edmonton's oldest and most respected social service agencies, is seeking a dedicated professional eager to join our team. This is an excellent opportunity for a gifted professional to make a significant difference to people, helping and supporting individuals and the community in undergoing positive change and increasing capacity.

Administrative Assistant to the Board of Directors

Executive Office

Job Purpose

The Administrative Assistant to the Board is responsible for ensuring that accurate and sufficient minutes are taken, circulated and maintained to enable authorized persons to determine when, how, and by whom the board's business was conducted. In order to fulfill these responsibilities the Administrative Assistant to the Board actively assists the development of meeting agendas, records minutes of meetings, ensures minute accuracy and availability, ensures the timely circulation of meeting information packages to Committee Members and to Board Members, assists in the organization and conduct of Annual and Special meetings of the Corporation, Board member recruitment and orientation, assists in Corporate member communications, assists in meeting logistics and performs other duties as the need arises.

Duties and Responsibilities

- Works with the guidance of and in collaboration with the CEO, the Executive Assistant and Committee Chairs and Board President to fulfill position duties and responsibilities
- Prepare and maintain minutes and records for all Board meetings
- Prepare and maintain minutes and records for all assigned Board committee meetings
- Assists in the development and advance circulation of agendas, previous minutes and meeting information materials
- Assists in the development of Committee and Board communications
- Ensures meeting logistical arrangements
- Securely files Committee and Board meeting information materials
- Maintains a sound working knowledge of Board policy and practices so as to assist Committee Board Chairpersons
- Other duties as assigned by the CEO and/or Executive Committee

Administration

- Maintain accurate documentation regarding Committee and Board meetings.
- Ensure the timely circulation of all meeting materials.
- Ensures that meeting facilities are conducive to a good meeting environment
- Adhere to E4C policies and procedures

Qualifications

Preferred qualifications:

- Specific education and/or training in minute taking, meeting organization and records management
- Specific education and/or training in business correspondence
- Skilled with typical business computer programs
- Highly skilled keyboarding and minute taking
- Demonstrated excellence in the management of work teams.
- Demonstrated achievement in support of senior management.
- Highly organized and personable
- Clear understanding of the role
- Excellent written and verbal communications skills.
- Personal values strongly parallel and support corporate values.
- Well defined belief in the primary and fundamental value of people and in fundamental justice.
- Sophisticated conceptualization of the management of privileged information.

Working Conditions

- A time commitment of 20 to 25 hours per month (schedule TBD)
- Attendance at assigned Committee meetings, Board meetings and Annual General Meeting
- Some in-office filing
- Working from home
- Computer keyboarding

Salary Scale

Starting: To be negotiated

Please submit your résumé to:

E-mail: hr@e4calberta.org

Fax: 780.425.5911

We thank all applicants for their interest, however, only those selected for an interview will be contacted.