



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.

Executive Assistant – Executive Office

Business Services

Job Purpose

The Executive Assistant provides key support to the office of the Chief Executive Officer and the Chief Operating Officer.

Duties and Responsibilities

Executive Leaders (CEO/COO)

The Executive Assistant provides broad administrative support to the CEO and COO. This includes but is not limited to:

- Serves as the initial point of contact for executive leaders offices and provides at point of first contact senior representation of agency character;
- Coordinates and support executive leaders correspondence;
- Maintain directories for CEO such as personal contact, government directory and others; coordinates meetings with representatives of orders of government;
- Develop and maintain a detailed awareness of E4C programs and operations;
- Development and maintenance of files and records systems;
- Communications support in areas of correspondence and in agency communications vehicles (composing and/or issuing correspondence editing and proofreading);
- Assists in the ongoing effectiveness of computer information system;
- Coordination of calendars and meeting appointments; supports for meeting conduct and minutes, as required; communication regarding meetings and controls CEO scheduling;
- Monthly reconciliation of executive leaders' MasterCard and Debit account.

Board

The Executive Assistant may be called upon to provide administrative support to the Board of Directors on an as needed basis and as directed by the CEO. The duties of the role may include but are not limited to:

- Recording minutes of regular, special and annual meetings of the Board and for designated committees of the Board;

- Support to the Board of Directors and its Committees through meeting planning, communications support (including minutes and agenda preparation, copying), materials circulation;
- Coordinates and expedites Board Member and Board Officer telephone, email and meeting contact with the CEO;
- Compiling and distributing meeting information packages;
- Lead coordination of AGM, including notification to members, delegate registration, venue selection and preparation and other items;
- Primary organization of the AGM – information item creation, compilation and distribution, compilation of meeting information; supervising agency personnel in support of AGM;
- Confidential maintenance of Board records and files;
- Support for the scheduling, venue and services and aids for meetings of the Board and committees, and
- Works with CEO to ensure timely & accurate correspondence to/from Board.

Qualifications

Preferred qualifications:

- Experience in minute taking/composition
- Specific education and/or training in executive assistant and/or general office management.
- Specific skills and demonstrated competency in computer systems (Microsoft ‘Office Suite’ programs) and information management (organization and management of and files and records;
- Highly organized;
- Personable;
- Prior employment history of senior staff and senior volunteer support, with well developed conceptualization of boundaries, confidentiality and loyalty;
- Sophisticated conceptualization of the management of privileged information;
- Sound knowledge of written English business correspondence;
- Personal commitment to excellence and team achievement;
- Ability to work laterally across multiple teams in a complex organization;
- Self directed and motivated but clearly able to follow direction;
- Adaptability regarding emergent priorities; able to manage numerous responsibilities and tasks, and
- Prior employment history in the not for profit sector.

Working Conditions

Full time position; 40 hours and some evenings and weekends required

Salary Scale

Starting: Leader I \$41, 540/yr - \$45, 140/yr

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.