



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.

Board of Directors Administrative Assistant

Board of Directors

Job Purpose

The Board of Directors Administrative Assistant provides key support to the Board of Directors.

This is a regular part-time position averaging 20 hours per week. Many of the duties and responsibilities may be conducted from a home office utilizing telephone, email and internet. Attendance at Board and Committee meetings will normally involve working over the lunch hour and/or late afternoon/early evening.

The Board Administrative Assistant receives requests for support from the Board President and from indicated Board Committee Chairs. Working schedule and priorities are determined in consultation with the Chief Executive Officer. The Executive Assistant may provide direction to the Board Administrative Assistant in aid of the CEO.

Duties and Responsibilities

Board

The Board of Directors Administrative Assistant provides administrative support to the Board of Directors as directed by the CEO. The duties of the role 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.
- Works with Committee Chairs and the Board President to ensure timely and accurate internal and external correspondence

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
- Prior employment history in the not for profit sector.

Working Conditions

Regular part-time position; 20 hours a week with some evenings and occasional weekends required

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.