



Changing Lives • Growing Community

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 – Temporary**

*Business Services*

#### **Job Purpose**

The Executive Assistant provides key support to the office of the Chief Executive Officer and the Chief Operating Officer; under direction of the CEO, provides key support to the Board of Directors; under direction of the CEO provides support to the Senior Leaders Team.

The Executive Assistant serves in an administrative support role to the Board of Directors. This role includes the recording of minutes, distribution of information packages, meeting scheduling and meeting supports, maintenance of secure Board files and records, and other such duties.

#### **Duties and Responsibilities**

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 senior leadership offices and provides at point of first contact senior representation of agency character.
- Develop and maintain a detailed awareness of E4C programs and operations.
- Assists in the coordination of the calendar for E4C staff leaders.
- 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).
- Coordination of schedules and meeting appointments; supports for meeting conduct; communication regarding meetings.
- Support to the Board of Directors and its Committees through meeting planning, communications support (including minutes and agenda preparation, copying), materials circulation.
- Monthly reconciliation of CEO MasterCard and Debit account.

- Other duties may be assigned as needed.

The Executive Assistant provides administrative support to the Board of Directors. 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.
- Compiling and distributing meeting information packages.
- Confidential maintenance of Board records and files.
- Support for the scheduling, venue and services and aids for meetings of the Board and committees.
- Other duties may be assigned as needed.

## Qualifications

### Preferred qualifications:

- 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 files and records).
- 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 and business correspondence.
- Previous experience and demonstrated competency in supervision and delegation.
- Personal commitment to excellence and team achievement.
- 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

Full time position 40 hours and some weekends may be required.

This position is an 8 week temporary positions starting March 1, 2010 – April 23, 2010.

## Salary Scale

Starting: Admin II

Please submit your résumé to:

E-mail: [hr@e4calberta.org](mailto:hr@e4calberta.org)

Fax: 780.425.5911

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

