

Position Title: Administrative/Executive Assistant

Department: Administration

Reports to: Executive Director

Summary

The Administrative/Executive Assistant position provides professional support to gain additional operating efficiency. The position accomplishes this through a respectful, constructive, and energetic style, guided by the objectives of the company.

Key Responsibilities

Organization of Communication, Meetings, and Delegation of Tasks

- Full discretion and management of Executive's calendars, emails, and contacts including prioritizing critical items, delegating tasks, and personally attending to others. Accepts or declines calls/meeting invitations as appropriate
- Responds to inquiries or refers them to the appropriate destination.
- Sets up, participates in conference calls and attends in-person meetings (as required).
- Establishes work priorities and directs assignment of work to various department staff according to scope of allowed authority.
- Management of scheduling and deadlines for events, conferences, meetings.
- Assist with setting up appointments, sending cards or gifts, and managing downtime.
- Maintains confidential client information for the director's team, and ensures information is handled appropriately

Preparation and Organization of Reports and Presentations

- Supports all administration functions for all Board, Board Committee meetings and functions, and senior leadership meetings.
- Takes notes, minutes, and support follow up of action items as required.
- Prepares and edits reports and presentations for use in email outreach, calls, and meetings.
- Compiles information and statistics, writes briefing notes, and communications materials as needed.
- Assists with the development and maintenance of external communications and communications lists.

Supports Director's with Accounting, HR, and Administration

- Accounts payable and administrative assistance. Process AP invoices for signature. Prepare AR invoices for signature. Scan and organize receipts.
- Maintain administrative files for insurance, taxes, and other legal documents, keeping track of renewal dates.
- Assists with office and operational administration.
- Maintains and updates staff records.
- Prepares administrative tasks as required and performs duties as assigned by senior management.

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement NSMS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Builds a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement. Assesses risk and develops risk mitigation strategies.
- **Engagement.** Shows passion for the job and the mission of the North Shore Multicultural Society. Engages people, organizations, and partners in developing goals, executing plans, and in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic, organized way. Follows directions, procedures and ensures deliverables are met on time + in accordance with agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns program policy and delivery with the strategic directions of NSMS. Champions organizational change.
- **Building the Organizational Team.** Coaches staff to meet the mission of NSMS. Builds successful relationships with clients, staff, volunteers, and partners.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet organizational objectives.

Qualifications, Skills and Experience

- 3 years of related experience in a not for profit setting
- Strong organizational skills, oral and written communication skills, and creative problem-solving skills
- Ability to work independently and prioritize accordingly to effectively manage multiple projects and deadlines
- Creates synergy with team by effectively delegating responsibilities and managing deliverables
- Takes a proactive approach in providing support, assistance and cover to other members of the team
- Analytical skills with particular attention to detail
- Self-starter who maintains a positive attitude and loves a fast-paced environment.
- Ability to work on tight deadlines while producing high-quality work.
- Excellent business acumen and ability to exercise sound judgment and prioritization
- Bachelor's degree in business or related field.
- Project management experience.
- Advanced-level Microsoft Outlook, Word, Excel and PowerPoint proficiency

Work Environment

The work environment during the pandemic is temporarily remote. A quiet space to ensure confidentiality is required during phone calls. Communication will be mostly online.

Additional Information

- **Salary:** \$23.00 - \$26.00 / hour commensurate to experience, plus competitive benefits package
- **Work Schedule:** 28 - 35 hour work week
- **Closing Date:** January 11, 2021 Applications will be reviewed and considered upon submission.

Resume and cover letter to:

Hiring Committee – Administrative/Executive Assistant

Email: hr@nsms.ca

North Shore Multicultural Society is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.