

## **Executive Assistant to the CEO and Board of Directors**

**Job ID:** 22-010EA

**Reports to:** Chief Executive Officer

### **Job Summary**

Executive Assistant plays an essential role in supporting the Chief Executive Officer, Board of Directors, YWCA projects, and the Leadership Team. This position performs a wide variety of administrative support services, ranging from complex to routine. It requires people skills, flexibility, and above average organizational and communication skills. This is a unique and key position in the organization which essentially combines the skills of an executive assistant, a corporate secretary, and a project coordinator. The YWCA culture and workplace is busy, innovative, and fulfilling.

### **Major Responsibilities**

#### **Chief Executive Officer**

- Maintain and support the office of the Chief Executive Officer (CEO).
- Ensure the CEO is provided with appropriate documentation and information required to participate in and/or lead meetings and functions.
- Prepare, organize, and assemble all necessary agendas, minutes, documents, presentations, and speaking notes.
- Coordinate and manage the CEO's schedule.
- Receive, monitor, and respond to incoming calls, emails, correspondence and requests for information.
- Arrange travel plans for the CEO, and Board members when required.

#### **Board of Directors**

- Manage all documents required by the Board of Directors, ensuring accuracy and relevancy.
- Work closely with the Board President and Secretary and serve as the staff support to the Board of Directors, as needed.
- In conjunction with the appropriate Board members, prepare and/or disseminate all Board meeting documents.
- Take Board meeting minutes.
- Responsible for filing and retaining Board documents in electronic and paper form.
- Maintain YWCA membership information and distribute renewal notices.
- Support the work of the Board committees as required.
- Ensure space and catering for Board and Board committee meetings and events are secured and prepared for meetings.
- Coordinate special Board events.
- Assist with Board projects, committees and task forces as required.
- Coordinate the Annual General Meeting every April.

#### **Leadership Team**

- Coordinate Leadership Team meetings, build agendas, provide required meeting documents, record, and distribute meeting minutes

- Maintain the Leadership Team Key Decisions document
- Assist in the creation and monitoring of the Administration budget
- Coordinate and compile department reports for Board report

#### **Administrative Duties**

- Maintain outlook list of available rooms and equipment for electronic bookings
- Order all branded collateral (business cards, letterhead, name tags)
- Maintain telephone systems, add, and edit users as required
- Maintain key organization administrative documents (e.g., org chart)
- Submit report to Finance Department on postage and printer allocations
- Work with other YWCA Edmonton executive assistants to ensure smooth operation of main office

#### **Office Management Duties**

- Ensure building operations are working effectively and coordinate with landlord, janitorial staff, maintenance staff and applicable vendors to coordinate support/maintenance
- Ensure office equipment is working effectively and coordinate support/maintenance as required
- Order and monitor office and kitchen supplies in accordance to budget
- Ensure office aesthetics meet professional standards
- Manage keys and fobs for offices and off-site storage site
- Send out interoffice communications when needed
- Implement and maintain fire plan, emergency procedures and emergency equipment

#### **Other Duties**

- Liaise with YWCA National and YWCAs of Alberta as needed
- Other duties as assigned

#### **Qualifications Required**

- A Bachelor's degree or equivalent combination of education and experience
- Previous experience in a senior administrative level
- Strong communication and writing skills
- Ability to effectively prioritize work load
- Ability to accept and assume responsibility
- Proficiency in Microsoft Office and BoardEffect or other equivalent board management software
- Attention to detail and accuracy
- Strong customer service skills
- Effective problem-solving skills
- Ability to maintain confidentiality

#### **Checks & Insurance**

- Able to provide a clear Criminal Record Check

#### **Working Conditions**

- 37.5 hours per week; flexed to accommodate business needs
- Occasional evenings and weekends required

YWCA Edmonton acknowledges that we are on the traditional land of Treaty 6 Territory and the Metis Homeland of Region 4. The footsteps of diverse Indigenous peoples have marked this territory from time immemorial — First Nations, Metis, Inuit and now settlers from around the world. We are all treaty members, with recognition and respect for Indigenous Peoples and the traditional territories on which we live, work and play. We call upon our collective honoured traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

**To Apply:**

Please submit your cover letter and resume.

**Closing Date:** Until Suitable Candidate is Found

**No phone calls please. If you have questions, please email them to the email listed. Only those selected for a prescreen will be contacted**