

Employment Opportunity Executive Assistant

Organization Overview:

YWCA Edmonton is a powerful voice for equity and has been leading social change and progress for women, families and gender-diverse individuals in the capital region since 1907. Part of an international movement, YWCA Edmonton is a trusted provider of services, programs and advocacy work that transforms lives and helps build a stronger, healthier, and equitable community for all. We provide education and services to thousands every year through leadership programs, counselling, outdoor education, healing retreats and supporting people with disabilities.

Job Summary:

The 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 tasks ranging from complex to routine. It requires people skills, flexibility and above average organizational skills. This is a unique and key position in the organization which essentially combines the skills of an executive assistant and a project coordinator. The YWCA culture and workplace is busy, demanding and rewarding.

Employment Type:

This is a full-time position working 37.5 hours per week, with flexibility to accommodate business needs. Occasional evening and weekend work may also be required.

Responsibilities:

Chief Executive Officer

Maintain and support the office of the Chief Executive Officer (CEO) including the following:

- 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 in a timely manner.
- Coordinate and manage the CEO's schedule.
- 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.
- Manage BoardEffect board management platform for all board and committees including posting meeting packages and maintaining document libraries.
- 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.
- Record Board meeting minutes.
- Responsible for filing and retaining Board documents in electronic and paper form.
- Help maintain YWCA membership information and distribute renewal notices when needed.
- Support the work of the Board committees.
- Responsible for all board and committee meeting logistics including location, technology for virtual attendance and catering.
- Assist with Board/Committee projects, events, and task forces as required.
- Assist the CEO in organizing the Annual General Meeting.
- Assist with board and committee recruitment process.

Leadership Team

- Coordinate Leadership Team meetings, build agendas, provide required meeting documents, record and distribute meeting minutes.
- Assist in the coordination and compilation of department reports for board meetings.

Administrative Duties

- Manage Parking Stall Requests and liaise with building management on parking stall assignments.
- Responsible for external bookings for Cushing House and Bellamy Salon including preparation of rental agreements and communication with external groups.
- Prepare CEO monthly VISA reconciliation.

Other Duties

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

Qualifications:

- A Bachelor's degree or equivalent combination of education and experience
- Previous experience in a senior administrative level
- Ability to effectively prioritize dynamic work load
- Proficiency in Microsoft Office, Excel and BoardEffect (or other board management software)
- Attention to detail and accuracy
- Strong customer service skills
- Excellent problem-solving skills
- Ability to maintain confidentiality
- A clear Criminal Record Check conducted within the past six months.

Equal Opportunity Commitment:

For over a century, YWCA Edmonton has been dedicated to creating a community in which everyone has an equal opportunity to achieve their full potential. We know that creating an equitable world requires diversity of thought and equity for all. We stay true to our mission by welcoming the unique contributions that each individual can make, and our hiring practices welcome all candidates. YWCA Edmonton is committed to maintaining a workplace environment that demonstrates a culture built on the fundamental principles of inclusion, diversity, equity, accessibility, and safety.

Acknowledgment:

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 honored traditions and spirits to share responsibility for stewardship of this beautiful land and our community.

Compensation:

We offer a competitive compensation package for the job that includes a salary commensurate with experience and education, full benefits package with RRSP employer matching contributions, and paid time off and holidays. Our hybrid work arrangement provides flexibility to work both in-office and remotely, ensuring work-life balance and personal pursuits. We value our employees and aim to provide a work environment that promotes growth, development, and well-being.

How to Apply:

Please submit your cover letter and resume to careers@ywcaedm.org.

Only qualified applicants will be contacted for a prescreening interview. Please do not call with inquiries. This posting will remain open until a suitable candidate is found.