



Are you looking for a career where you can make an impact on the lives of others?

Currently, Bissell Centre is looking for a dynamic, organized and proactive individual to fill the position of **Executive Assistant**. This exciting role will provide executive assistance and support to the Chief Executive Officer, Chief Financial Officer and Chief Programs Officer of Bissell Centre (the "Officers").

Bissell Centre offers above average industry benefits including employer subsidized medical and dental benefits, life insurance, disability, flexible spending account, outstanding vacation and more!

As a professional, you will support the executive team using your abilities to organize, write clear and concise communications, think proactively and effectively problem solve.

Specific Responsibilities of the position include:

Executive Support

- Complete a broad variety of administrative tasks for the Officers including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing confidential and other correspondence; arranging travel plans, itineraries and agendas; and compiling meeting documents.
- As directed by the Officers, communicate directly with donors, stakeholders and others.
- Research, prioritize, and follow up on emergent issues and concerns of the Officers, including those of a sensitive or confidential nature. Determine appropriate course of action, referral, or response.
- Work closely and effectively with the Officers to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the Officers updated.
- Provide leadership to build relationships crucial to the success of the organization, and manage a variety of special projects for the Officers.
- Successfully complete critical aspects of deliverables with a hands-on approach, including drafting correspondence, memoranda, and other communication pieces.
- Assist with the distribution of financial reports on a monthly basis for the CFO.
- Conduct research into best practices as required by the executive team.
- Prioritize conflicting needs, handle matters expeditiously, proactively, and follow through on projects to successful completion, often with deadline pressures.
- Contract and grant administration monitoring and tracking.
- Attend and prepare meeting minutes, as required by the Officers.

Records Management

- Assist the Officers in developing and maintaining a centralized records management system (both electronic and hard copy) to ensure the safe storage, retrieval, tracking and disposal of agency records, program contracts, grants, funding submissions and reports.
- Manage, organize and file documents and correspondence.
- Track and bring forward documents for processing on a timely basis.

Function Planning and Coordination

- Assist with the planning and coordination of specific event functions, as assigned by an Officer.
- Plan and coordinate the venue, invitations, event promotion, food, transportation, speakers, audio-visual equipment, materials, set-up, tear-down, volunteers, and any other assigned and/or deemed necessary items and activities for the event functions.

Communications and Electronic File Management

- Draft internal and external correspondence, reports and presentation materials on behalf of the Officers.
- Develop and maintain, on an ongoing basis, our primary employee communication tool, Bissell's extranet.
- Develop and maintain electronic forms database using various platforms.

Board of Governors Support

- Under the guidance of the Director of Administration, provide confidential administrative support including filing, coordination and organization of meetings.
- Prepare Board calendar, agendas and general meeting organization as directed by the Director of Administration.

Donations Management

- Receive and track financial donations.
- Provide daily and monthly donation totals reports.
- Manage files and campaigns in the donor management database.
- Generate thank-you letter mailings, impact reports, and other stewardship deliverables.

Administrative Projects Completion

- Plan, organize, and complete supervisor-approved administrative projects.
- Develop and maintain file and record systems.
- Perform other duties as required.

Qualifications

- Diploma in related field.
- Experience supporting senior-level executives in an administrative role.
- A minimum of three years' experience in a similar position. An equivalent combination of education and experience will be considered.

- Specific skills and a high degree of demonstrated competency in computer software programs (Outlook, Word, Excel, PowerPoint) and information management (organization and management of files and records).
- A solid working knowledge of web publishing platforms i.e. WordPress.
- Professional writing style with experience drafting communications for internal and external stakeholders.
- Excellent organizational skills, strong problem-solving skills and ability to flexibly manage and prioritize multiple tasks seamlessly with excellent attention to detail.
- The ability to anticipate the needs of the executive and respond in a proactive, solutions-oriented manner.
- Demonstrated proactive approaches to problem-solving with strong decision-making capability.
- Proven ability to handle confidential information with discretion, and be adaptable to various competing demands.
- Ability to work under pressure, using considerable judgment to manage day-to-day decisions, prioritize work, work independently and demonstrate initiative.
- Expert level written and verbal communication skills.
- Very strong interpersonal skills.
- Knowledge and experience of the non-profit sector is highly desirable.
- Familiarity with issues of poverty and Edmonton's urban core is an asset.

Conditions of Work

- Operation of personal vehicle required.
- The workload fluctuates. Flexibility to work evenings and weekends is required.

The successful candidate must be willing to provide the following:

- Criminal Record Check
- Child Intervention Record Check
- Valid Driver's License and proof of \$1 million PLPD insurance

Interested candidates are invited to submit their resume and cover letter by January 14, 2017 to:

Tina Young

Director, Human Resources

Bissell Centre

10527 - 96 Street

Edmonton, AB T5H 2H6

E-mail: tyoung@bissellcentre.org

We thank all applicants for their interest. However, only candidates selected for interview will be contacted.