

Job Description: Executive Assistant**Reports To:** Executive Director

Overall Purpose: *Power To Be* inspires youth and families in need of support to discover their limitless abilities through nature-based programs. As the right hand of our Executive Director you must be creative and enjoy working within a fast-paced environment that is mission-driven and community oriented. This role demands a strong sense of urgency and the ability to work independently on assignments with sound judgment. You will be a detail oriented, experienced planner with the demonstrated ability to respond effectively and efficiently while maintaining great flexibility and a sense of humor. You will have a strong sense of ownership and bias for action, be relationship oriented and have the ability to meet tight deadlines. Having great organizational skills and the ability to switch gears at a moment's notice will ensure success. A high level of integrity and discretion in handling confidential information and professionalism in dealing with senior professionals inside and outside the organization is imperative.

SPECIFIC JOB RESPONSIBILITIES

ADMINISTRATION – The Executive Assistant will:

- Schedule internal and external meetings for the Executive Director.
- Be responsible for keeping a flawless calendar. Have a system to anticipate and schedule meetings and appointments.
- Ensure the Executive Director is always advised of where he needs to be in accordance with schedules created and published.
- Advise the Executive Director of impacts of calendar/schedule changes and coordinate rescheduling if rescheduling is mandatory.
- Efficiently execute administrative tasks like data management, and expense reports.
- Work closely with the executive team to monitor best practices in non-profit management and work collaboratively with them on special projects related to organizational growth.
- Conceive and implement processes that maximize the Executive Director's time, availability and efficiency.
- Work under minimal supervision and according to general directions manage the office of the Executive Director. In doing so, perform varied administrative duties such as composing and typing correspondence, triage confidential information, and maintenance of departmental files.
- Make all travel arrangements for the Executive Director.
- Be responsible for effectively planning, coordinating and preparing materials and information for meetings and seminars in a timely fashion to allow prep time for all parties involved.
- Use discretion and judgment when screening visitors and telephone calls, relaying confidential organizational affairs and information contained in minutes, letters and other documents.
- Present themselves in a knowledgeable and appropriate fashion as the "face of the Executive Director and that of the organization".
- Work closely with the Executive Director to ensure that the priorities of the Administrative Office are met.
- Possess strong ability to successfully multitask and prioritize.
- Use a high level of discretion and the ability to deal with highly sensitive information.
- Plan and organize workload effectively to ensure that established priorities are met.
- Assist in preparation and editing of ad-hoc reports and special projects as needed.



PEOPLE – The Executive Assistant will:

- Collaborate with co-workers, management, volunteers, stakeholders, program participants and their families.
- Be a support to co-workers, volunteers and stakeholders; assist co-workers with their responsibilities in their absence as required.
- Contribute to a positive and dynamic working culture.
- Adhere to all *Power To Be* policies and guidelines and applicable legislation as they relate to staff and volunteer practices.

PROGRAMS – The Executive Assistant will:

- Adhere to Participant Protection Policies and Procedures with direct consideration for privacy protection.
- Support or observe a *Power To Be* program once per quarter.

FINANCE – The Executive Assistant will:

- Understand and implement proper fiscal controls as needed.
- Submit all documentation in a timely fashion.

ADVANCEMENT AND COMMUNICATIONS– The Executive Assistant will:

- Support community and fundraising events as directed.
- Adhere to Brand Standards.

OTHER – The Executive Assistant will:

- Support workplace safety, wellness and security.
- Performs other related duties as required.

REQUIREMENTS:

- Proven success as an Executive Assistant for a senior executive with at least 5 years in the role.
- Related post-secondary education, preferably in business or office administration.
- Advanced capability with Microsoft Office Suite including Outlook, PowerPoint, Word and Excel.
- Extensive experience with managing a senior executive's calendar and prioritization of daily tasks.
- Ability to proactively plan and accommodate changes to schedules and mandates is critical in this role
- Well versed in travel management coordination.
- Strong interpersonal skills with an ability (and confidence) to interact with senior executives at the highest level.
- Highly motivated; ability to work effectively with minimal supervision.
- Excellent organizational skills with an ability to think proactively and anticipate needs.
- Friendly and professional demeanour.
- Strong written and verbal communication skills.
- Excellent time management skills are mandatory.
- Demonstrated ability to process data and communicate information quickly and accurately.
- Experience in a customer relations role with a focus on donor/stakeholder appreciation.
- Database knowledge and understanding, preferably with Salesforce.
- Valid driver's license.

CANDIDATE QUALITIES:

- You possess a fun, go-getter attitude that helps you thrive in a fast-paced environment and handle multiple deadlines at once.
- You have a proven track record for utilizing innovative skills pertaining to Executive Director role management.
- You are process focused and have the ability to articulate why.
- You don't back down; you have a task to complete and you have a professional approach to follow up with all parties that are required to contribute to the task. This includes the Executive Director, executive leadership, board members or other stakeholders. You do this professionally and tactfully, but you do it.
- You know when to ask for help, when to listen, and when to speak up.
- You love checking boxes on your list.
- You follow through on every task; no task is too big or too small.
- You take responsibility for and have ownership over all projects you are assigned.
- You keep everyone up to speed so that the job gets done efficiently and effectively.
- You find new and innovative ways to increase efficiency.
- You are excited by pursuing answers to problems to move the organization's initiatives forward.
- You possess a superior ability to analyze situations that require forethought and follow-up.
- You demonstrate a high level of integrity and professionalism.

Particular Working Conditions: In consideration of the mission we serve, it is preferred that the Executive Assistant enjoys an active lifestyle. The position involves occasional evening and weekend commitments.

As per the Ministry of Justice requirements, job offers are contingent on submitting to a criminal record check.

Terms of Employment

Location: Victoria

Position: Executive Assistant

Reports to: Executive Director

Hours: 40 hours per week

Compensation: Commensurate with experience plus a comprehensive benefits package

Please submit applications that clearly articulate qualifications to jobs@powertobe.ca by Friday May 11th, 2018

Only shortlisted candidates will be contacted