

EXECUTIVE ASSISTANT

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Reporting to the Vice President, External Relations and Engagement, the Executive Assistant's primary role is to assist the Executive team by performing high-level, confidential administrative support. In this role, you will ensure all aspects of supporting each Vice President's responsibilities, needs and priorities are successfully met. You will handle time-sensitive and confidential information, requests, correspondence and communications.

The Executive Assistant proactively alerts and assists the Vice Presidents to prepare for upcoming meetings and deliverables. The Executive Assistant provides support to the Executive Assistant to the Chief Executive Officer (CEO) and the CEO as appropriate, positively contributing to the Administrative team and work environment.

WHAT MOVES YOU

- Creating and maintaining effective partnerships with internal and external stakeholders
- Prioritizing conflicting needs and following through on projects to successful completion

WHAT YOU'LL DO

- Effectively manage calendars for each Executive team member, arrange meetings and corresponding materials, prepare reports and presentations.
- Coordinates travel arrangements for YW Calgary business.
- Research, prioritize, and follow up on emerging matters addressed to the Executive team.
- Assist and make recommendations as appropriate in the implementation of goals, compliance with policies and procedures, improvement in work flow.
- Provide administrative support to the Transformation Campaign.
- Provide administrative support to the Resource Development and Communications & Community Relations Departments as needed.
- Prepare and code the Executive team's credit card statements, department invoices and expense reports and ensure appropriate authorization.
- ***This position is a 37.5 hr/week position. Occasional evening and weekend work will be required.***

WHAT YOU'VE DONE

- Post-secondary education in related field with at least 5+ years of experience supporting Executives and/or equivalent education and experience.
- Experience and interest in internal and external communications and external stakeholder relations.
- Uses an equity, diversity and inclusion lens.
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, Social Media web platforms and other technologies such as Raisers Edge.
- Strong organizational, problem-solving and decision-making skills with excellent attention to detail.
- Excellent interpersonal skills with the ability to build relationships with all stakeholders.
- Strong ability to execute work with an equity, diversity and inclusion lens.
- Expert-level written and verbal communication skills.
- Proven ability to handle confidential information.

If you want to work to change lives, we want to meet you.

Competition Number: **2021004** Deadline: **January 25, 2021**

www.ywcalgary.ca/work-with-us

Apply today with resume, covering letter and salary expectations to: careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.