

EXECUTIVE ASSISTANT

Women Building Futures (WBF) is a non-profit organization that empowers women to become economically prosperous through industry recognized training. As the Executive Assistant, you will play a vital role as an administrative support to the WBF President. You have exceptional communication skills, are self-motivated, and take great pride in your work. Your previous experience shows you can be counted on as a “right hand” with outstanding professionalism and attention to detail. In this role, you will also act as a liaison for the board, coordinate board commitments, as well as manage & assemble various reports. If you’re looking to work for an organization and team that is committed to making a positive change in the community and the description above sounds just like you, then keep reading!

Key Responsibilities

This role provides a range of support to the Office of the President and the WBF Board. Key responsibilities will include but are not limited to the following:

- Coordination of the President’s calendar, composing and preparing correspondence, preparation of background materials including analysis and summary of reports, compiling documents for meetings and presentations, screening and handling internal and external correspondence, requests, and phone calls.
- Communication between the President’s office and internal departments; troubleshooting and addressing escalated enquiries, ensuring consistency and accuracy of responses, and redirecting the inquiry, where applicable.
- Researching, prioritizing, and following up on incoming issues and concerns addressed to the President, including those of a sensitive or confidential nature. Assist in determining appropriate course of action, referral, or response.
- Coordination of the board and committees’ activities, including meeting management using Robert’s Rules, agenda preparation, document preparation, meeting minutes, records management, and documenting action items.
- Management of all board documents and information, ensuring accuracy and accessibility.
- Coordination of internal documents and reports to ensure timeliness and accuracy of information provided to the board and committee. Creating reports for the committee chairs for submission to board meetings.

Qualifications

- Diploma or bachelor’s degree in business administration, or a relevant field, or related equivalency.
- 8-10 years of administrative experience in supporting senior level executives.
- At least 5 years experience in board governance assistance.
- Working knowledge of Robert’s Rules of Order.
- Experience in support of not-for-profit environment will be considered an asset.
- Proficient in Microsoft Office, Microsoft Teams, and customer relationship management systems.
- Excellent interpersonal skills with strong written and verbal communication skills, to build harmonious working relationships internally and externally.
- High degree of organization and time management skills, adaptable to various competing demands with multiple parallel deadlines.
- Proven ability to handle confidential information with discretion and professionalism and demonstrate the highest level of customer service with all internal and external contacts.

We offer a flexible work environment with many opportunities to learn and grow as an individual and as part of the team and are equally committed to an inclusive workplace that respects and values the diversity of our employees.

This posting is open until October 30, 2020.

Only short listed candidates will be contacted.

Applicants can apply by submitting their cover letter and resume to: <https://womenbuildingfutures.bamboohr.com/jobs/>