

Executive Assistant

Reporting to the Executive Director/CEO, the Executive Assistant provides administrative support to the CEO and the Board of Directors and Councils and ensures the smooth operation of the Association's office. These duties include but are not limited to:

a) For the CEO

- Scheduling meetings with staff, stakeholders and for the Board; managing the CEO's calendar
- Drafting correspondence on behalf of the CEO and Board Chair
- Tracking priorities and deadlines for the CEO and following up with staff, stakeholders, committees, etc. to ensure deadlines are met and work meets organization requirements.
- Providing other supports as required such as researching new policies, locating vendors and services, etc.

b) For the Board Chair and Councils

- Scheduling of Board and Council meetings and preparation of meeting materials
- Recording of meeting minutes, ensuring approvals are received and posting occurs
- Arranging Board and Council member travel, processing expenses, etc.
- Preparing quarterly Board and Council budget forecasts for meetings scheduled
- Providing other supports as required and as Board and Council needs are identified.

c) Office administration

- Develops administrative processes for use by all organization staff and committees. This may include filing systems, office procedures, design of office templates and formats, administration of group email setups, Council, Board and Committee processes and material and documentation formats, etc.
- Supervises additional administrative staff and is responsible for hiring, training and performance management. Ensures supports for policy table and adhoc committees are determined and provided by the EA and/or Administrative Assistant.
- Develops and maintains relevant vendor relationships for office administration.
- Develops administrative supplies budget and develops quarterly forecasts. Signs off on expenses for supplies and furniture and relevant adhoc purchasing.
- Monitors the switchboard and forwards calls as appropriate and/or determines best answer to queries from Association members.
- Provides general administrative supports as required.

d) Event planning

- Works with the Director, Corporate Operations & Member Services and her/his team to design and organize events such as AGMs, EGMs, training sessions, stakeholder events, etc.

e) Program Administration

- Manages the operation of the eHLbc library services. This includes contract administration, supplier relationship management, access approvals, policy development, etc.
- Other program responsibilities may be added as the organization offers new services to its members.

Qualifications & Experience

- The successful applicant will possess the following skills and experience:
- At least 3 to 5 years senior administrative and office management experience
- Strong working knowledge of Microsoft Office 365 tools, doodle polls, web tools
- Experience supporting the needs of a non-profit Board of Directors and other governance committees
- Experience in the development of office processes and procedures
- Strong research and writing skills; verbal and written communication skills
- Ability to prioritize work, delegate and supervise team members to meet deadlines
- Experience with office related vendor management
- Ability to work independently and as a team member
- Proven ability to meet deadlines taking initiative to solve problems as they arise

Please email your resume and cover letter by October 18, 2018 to Valerie St. John, CEO at vstjohn@nnpbc.com.