

RECEIVED
JUL 09 2018



JOB POSTING

Closing: July 20, 2018
Position: Executive Assistant to the President & CEO
Location: Oshweken, Ontario
Job Status: Indefinite, Full-time
Hours of Work: 37.5
Salary: Competitive with a good benefit package and pension plan

SUMMARY

As part of The Gord Downie & Chanie Wenjack (DWF) team, the Executive Assistant provides administrative support to the office of the President & CEO. The position also supports the board of directors, board committees, and coordinates meeting logistics and travel arrangements. Further, the position takes a leadership role in the coordination of all major events.

As DWF continues to rapidly grow and expand, a willingness to be nimble, flexible, and accommodate ongoing change is necessary.

DUTIES AND RESPONSIBILITIES:

- Provide secretarial and administrative support to the President & CEO including project support, scheduling, travel coordination, meeting preparation, the creation of reports, presentations and materials as requested
- Coordinate executive communications, including taking calls, responding to emails and interfacing with stakeholders
- Prepare internal and external reports for all stakeholders, including but not limited to staff members, board of directors, and funders
- Organize and submit, in a timely manner, financial requests and ensure proper supporting documents, e.g. receipts and invoices, regarding cheques, deposits, credit-card usage, are attached for the President & CEO, and general office needs
- Research, analyze, develop, prepare, and update briefing notes, letters, documents and promotional material(s) for a variety of meetings and events
- Ensure timely distribution of event material for DWF meetings and events

- Oversee event coordination, act as main contact for stakeholder engagements in relation to DWF events and DWF-related third party events
- Lead debrief meetings after events, prepare reports for funders and record in the database
- Record and track information into the database

QUALIFICATIONS:

- Post-secondary diploma/degree in administration or equivalent with a minimum of five (5) years' work experience in an administrative position
- Discretionary skills to manage confidential information
- Must possess strong written and verbal communication skills
- Strong organizational/time management skills with an ability to manage multiple demands, meet deadlines, take initiative, and work as a member of a team
- Knowledgeable of board of director proceedings
- Demonstrate effective management skills in event planning and off-site meeting arrangements are required
- Proven analytical and problem-solving skills
- Experience working with Indigenous Peoples and Communities is preferred and knowledge of Indigenous cultures, and traditions is preferred
- Experience working with a donor database is considered an asset
- Advanced knowledge of MS Office (including Outlook, PowerPoint, Excel, Word, and DropBox), internet, and general office equipment
- Current Police Record Check and Vulnerable Sector Screening is required

SUBMISSION PROCESS

Please submit cover letter and resume by 5:00PM EST July 20, 2018 to the Director, Finance & Operations at the Ohsweken office in person/by mail at PO Box 749, 1987 Chiefswood Rd, Ohsweken, Ontario N0A 1M0 or by email at fran@downiewenjack.ca. Please clearly label envelope or email subject; Executive Assistant Application - Confidential

We encourage applications from qualified Indigenous persons and all others interested in the position. Only those applicants who meet the qualifications will be contacted for an interview. A Police Record Check, Vulnerable Sector (if applicable) and copy of educational diploma/degree will be required at the time of offer of employment.

To learn more about DWF, visit downiewenjack.ca.