



Executive Assistant

FT Permanent Role
Location: Hamilton, Ont.
Salary: \$58,136.00

INTRODUCTION:

As part of the De dwa da dehs nye>s dynamic staff team, the Executive Assistant supports all activities of the Executive Office and Board of Directors. This multifaceted position is ideal for an individual interested in working in a fast-paced, culturally sensitive environment with a desire to excel at non-profit management, and governance. The Executive Assistant will have excellent multitasking skills, judgment, and critical thinking skills. As the successful candidate you will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. In this position, you will take a proactive approach and be able to anticipate the needs of the Chief Executive Officer.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Work closely and effectively with the Chief Executive Officer to keep them well informed of upcoming commitments and responsibilities, following up appropriately
- Perceiving issues taking place in the environment and keeping the Chief Executive Officer updated
- Assist the Chief Executive Officer in the implementation of the organization's strategic plan, in coordination with Board of Director activities including minutes, organizing, and assisting with each Board of Directors meetings and committees
- Manage activities of the office of the Chief Executive Officer including correspondence, schedule and travel arrangements, including coordination of off-site meetings and events, including staff travel
- Assist the Chief Operating Officer, as needed, with schedule and travel arrangements; including coordination of off-site meetings and events, including staff travel
- Assist the management team in all fundraising activities; solicitation requests, event planning and coordinating involvement of fundraising activities of Board, staff, and other key volunteers
- Perform general office administrative duties including ordering office supplies, handling incoming and outgoing mail, copying documents, coordinating conference calls, general support to the Executive and Management teams with a high degree of efficiency and attention to detail
- Manage and reconcile expenses for the Chief Executive Officer and Board of Directors
- Maintain office databases for program management
- Prepare expense reports
- It is part of a direct team that builds and strengthen relationships crucial to the success of the organization
- Excellent interpersonal skills

STATEMENT OF QUALIFICATIONS:

- 3+ years' progressive experience in an administrative role preferred
- Experience in a senior administrative role is an asset
- Experience supporting a not-for-profit Board of Directors considered an asset
- Post-secondary education preferred
- Exceptional computer skills with a high-level proficiency in Microsoft Office software, Databases and website support
- Strong organizational skills, ability to prioritize multiple tasks, and excellent attention to detail
- Strong written and verbal communication skills, including effective communication with internal and external stakeholders which includes respecting and valuing others, active listening and facilitating healthy relationships
- Resourcefulness, creative critical thinking skills, and an ability to foresee upcoming circumstances
- A self-starter with the ability to perform duties with minimal supervision
- Forward-looking thinker, who actively seeks opportunities and proposes solutions
- Ability to meet and understand multiple priorities and deadlines
- Experience collaborating with the Indigenous Community and/or a community driven inter-disciplinary team is considered an asset

INTERESTED APPLICANTS

Please submit your resume and cover letter to: humanresources@dahac.ca

Nya:weh / Miigwetch to all applicants. Only those selected for interviews will be contacted

Please note that **ONLY** complete applications with cover letter will be considered.

Preference is given to candidates of Indigenous Decent.

100% Organization Paid Benefits

- Health Benefits
- Employee Life AD&D Insurance
- Business Travel Life and Disability Insurance
- Dependent Life Insurance
- Employee Critical Illness Insurance
- Travel Accident Insurance
- Long Term (LTD) Benefit

Retirement Benefits

- Hospitals of Ontario Pension Plan (HOOP) with Immediate Eligibility

Paid Time Off Benefits

- 3 Weeks' vacation to start
- Personal Days - 12 Annually
- Statutory & Organizational Holidays - 13 Annually