

Job Posting

#22.115 Executive Administrative Assistant

1625 Quadra Street

See Below for Shift Details

This posting is open to all qualified applicants.

For over 50 years, Our Place has served Greater Victoria's most vulnerable. People experiencing isolation, low incomes, homelessness, addictions, or mental illness. Now, with 11 locations in the community, Our Place provides up to 1,000 meals per day, hot showers, education, job skills, health care, addiction recovery services, donated clothing, counseling and outreach services; plus 500 transitional housing units and shelter beds nightly to provide hope and belonging to those we serve with respect and unconditional love.

Our Place Society (OPS) is an organization founded on progressive Christian values and principles. We work as a dynamic team to create a nurturing atmosphere of home and family, where all are welcomed. A collaborative team approach is critical to living out our mission and values and to directing our work.

Position Overview:

Reporting to the CEO, the Executive Assistant position provides a variety of senior administrative duties, including scheduling the CEO's appointments, preparing correspondence, minute taking of management meetings, reports, and other various documents.

The Executive Assistant also, provides administrative assistance to the Board including minute taking, organizing, and attending monthly and annual General Board meetings.

Duties and Responsibilities:

- Performs a range of administrative duties often involving material of a confidential nature for the Chief Executive Officer, the Board, and the Executive Team.
- Arranges meetings, sets agendas, takes, transcribes, and distributes Minutes for meetings, including the Management Team Meeting.
- Responsible for the correspondence of the Chief Executive Officer and on occasion, the Board.
- Monitors CEO's emails and directs incoming inquiries as appropriate and ensures responses are completed by deadline.
- Coordinates and integrates conflicting schedules for the CEO and Executive Team.
- Collects and organizes reports and data for monthly Board reports.

- Initiates action to ensure that responses to the CEO are received and actions taken by appropriate deadline. May draft replies for action items/ correspondence.
- Coordinates the Annual General Meeting with the Direction of the Board Chair to ensure there is a quorum.
- Prepares Monthly Board Meeting Agenda with the Direction of Board Chair.
- Coordinates annual Our Place Society Memberships.
- Monitors and distributes the Our Place Society Admin email to appropriate departments or responses.
- Assists in managing the safe at the community Center at 919 Pandora location which holds cash and cheque donations.
- Back up for other Administrative Assistants, as needed.
- All administrative duties that are required by the CEO or Directors at the direction of the CEO.

Qualifications:

Education and Experience:

- A Diploma in an administrative program is desirable, but not essential.
- Well-developed knowledge and understanding of senior executive functions and responsibilities.
- A minimum of 5 years senior administrative experience, or an equivalent combination of education and experience.

Skills and Abilities:

- Ability to act independently with a high level of confidentiality, judgment, discretion, initiative, and business acumen.
- Highly organized, efficient, and self-motivated.
- Excellent writing and editing skills.
- Ability to take notes for correspondence by verbal dictation.
- Familiarity with all forms of virtual communication, ie. Zoom and Teams.
- Calendar management for CEO (scheduling meetings, handling calendar conflicts).
- Ability to manage own diverse workload on a day-to-day basis.
- Ability to work under pressure and respond to deadlines.
- Ability to effectively prioritize tasks and adapt to changing priorities.
- Ability to work independently.
- Good interpersonal skills and the ability to display tact and diplomacy.
- Ability to communicate effectively and in a highly professional manner on behalf of the CEO with an extensive network of individuals: senior level government officials, board members, senior executives, senior level business leaders and colleagues.
- Excellent computer skills are essential – Advanced level of Microsoft Office Suite.
- Ability to work with a Board of Directors.



Hope and Belonging

Working Conditions

Shifts: Monday to Friday – 37.5 hours per week - daytime hours. Occasional evening work for monthly Board Meeting.

Compensation: \$52,000-\$62,000 salary.

Benefits: Eligible for 3 weeks of vacation annually and excellent employer paid benefits after successful completion of 3 months of employment.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience and qualifications by 4:30 p.m. on Wednesday, October 19th, 2022 to careers@ourplacesociety.com or to Our Place Society, Attention Marion Hoadley, HR Director, 919 Pandora Ave, Victoria, B.C. V8V 3P4. Please quote “File #22.115 – Executive Administrative Assistant” in the subject line.

Please note: All applications must have a cover letter to be considered.

We appreciate your time and interest in the position. However, due to the volume of applications, only shortlisted candidates will be contacted.

Our Place Society is an equal opportunity employer. We value the diversity of the communities we serve and are committed to engaging and developing a diverse and inclusive workforce. Our Place Society welcomes applications from First Nation, Inuit, Métis, New Canadian, differently-abled, and LGBTQ2S communities.