

Job Posting

#26.96 EXECUTIVE ADMINISTRATIVE ASSISTANT

Please See Below for Shift Details

This posting is open to all qualified applicants.

Our Place Society (OPS) is an organization founded on inclusive and progressive Christian values and principles. We are driven by our values: hope and belonging, teamwork, unconditional love and safety. We work as a team to create a nurturing atmosphere of home and family, where all are welcome. A team approach is critical to living out our mission and values and directing our work.

Position Overview:

The Executive Assistant provides high-level administrative, strategic, governance and operational support to the Chief Executive Office and on occasion Senior Leadership Team. As a trusted colleague, the Executive Assistant helps advance the organization's mission by ensuring the efficient functioning of the executive offices, supporting strategic initiatives, coordinating stakeholder engagement and managing confidential information with professionalism and discretion.

This role serves as a key liaison between leadership, staff, Board Members, funders, community partners and external stakeholders. The ideal candidate is highly organized, adaptable, collaborative, and passionate about supporting the work of a mission-driven organization.

Duties and Responsibilities:

CEO Support

- Manage complex and dynamic calendars, scheduling meetings, appointments and events for the Chief Executive Officer.
- Screen and prioritize incoming communications, emails and correspondence for the CEO. Monitor all CEO correspondence to ensure timely responses and follow-up on key issues.
- Track action items, deadlines and organizational priorities on behalf of the CEO.
- Coordinate meetings and prepare meeting materials, agendas, presentations, and briefing notes for CEO.
- Coordinate travel arrangements, itineraries and expense claims for CEO.



Hope and Belonging

General Director Level Administrative Support

- Takes and distributes Minutes for meetings, including the monthly Leadership Team Meeting.
- Possibly draft, edit and proofread reports, presentations, letters and various documents for Directors when required.
- Support relationship-building activities that strengthen community engagement and organizational impact.
- Conduct research and compile information for decision-making and reporting.

Board and Governance Support

- Coordinate Board of Directors and Committee Meetings.
- Prepare and distribute meeting packages, agendas, minutes, and governance materials.
- Maintain Board records, resolutions, and governance documentation.
- Support Board recruitment, orientation and ongoing engagement activities if required.
- Maintain records related to Board decisions and resolutions as requested.
- Serve as a professional point of contact for Board Members, donors, funders, community partners, and other stakeholders.
- Assist with special events with the Board such as gatherings, community events.
- Perform a range of administrative duties often involving material of a confidential nature for the Chief Executive Officer/Leadership Team and Board.
- Collects and organizes data and prepares the Board Report for presentation at the Board Meetings.
- Prepares Monthly Board Meeting Agenda with the Direction of Board Chair.
- 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.
- Coordinates annual Our Place Society Memberships.
- The Executive Assistant provides administrative assistance to the Board including minute taking, organizing, and attending monthly and annual General Board meetings.

General Administrative Support

- Monitors and distributes the Our Place Society mail to appropriate departments.
- Coordinates the ordering of office supplies for multiple work sites.
- Assist in the 1027 Pandora Office systems support, i.e. Toner cartridges, machine maintenance.

Professionalism and Confidentiality

- Handle sensitive and confidential information with the utmost discretion and professionalism.
- Exercise sound judgment and confidentiality in managing priorities and responding to emerging issues.
- Represent the CEO and the Executive Offices in a professional and respectful manner.

Skills and Abilities:

- Exceptional organizational and time management skills.
- Strong written, editing, verbal and communications abilities.
- Advanced proficiency in Microsoft 365 applications, including Outlook, Word, Excel, PowerPoint, Teams and SharePoint and various AI applications such as Chat GPT and Claude.
- Ability to act independently, manage multiple priorities and meet deadlines while displaying a high level of confidentiality, judgment, discretion and initiative.
- Highly organized and efficient with strong attention to detail and accuracy.
- Demonstrated ability to maintain confidentiality and exercise discretion.
- Excellent interpersonal/relationship building skills and customer service skills when dealing with community partners and stakeholders.
- Ability to work with diverse communities and a diverse staffing body.
- Ability to take notes for correspondence by verbal dictation.
- Strong skills in setting up virtual meetings.
- Calendar management for CEO (scheduling meetings, handling calendar conflicts).
- Ability to work under pressure and respond to deadlines.
- 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.
- Ability to work with a Board of Directors.

Key Competencies:

- Critical Thinking Skills and adaptability
- Advanced Tech skills
- Accountability and Initiative
- Interpersonal and Relationship building skills
- Confidentiality
- Integrity and Professionalism

Qualifications:**Education and Knowledge:**

- A Diploma or degree in an administrative program is desirable, but not essential.
- Well-developed knowledge and understanding of senior executive functions and responsibilities.

Training and Experience:

- A minimum of 5+ years of senior administrative experience, including supporting senior executives and leadership teams.
- Experience supporting Boards is a strong asset.
- Experience in the non-profit sector is an asset.

Working Conditions:

Shifts: Monday to Friday, 37.5 hours per week, daytime hours. Actual schedule to be discussed. This position is a union-exempt, in-office position. Evening attendance is required once per month for Board Meetings.

Compensation: \$65,000 to \$71,200 annually, commensurate with experience.

Benefits: Vacation is accrued at a rate of 6%. Eligible for a 100% employer paid comprehensive benefits plan, including health and dental coverage, after completion of probationary period.

This position is union-exempt.

How to Apply:

Eligible candidates are invited to submit a covering letter with their resume detailing their related background, experience, and qualifications by 3pm on Monday, November 16, 2026, to careers@ourplacesociety.com or to Our Place Society, Attention Ryan Brost, HR Manager, 1027 Pandora Ave, Victoria, B.C. V8V 3P6. Please quote “File #26.96 – 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.