

United Way KFL&A
JOB DESCRIPTION

Job Title:	Executive Assistant		
Reporting to:	President & Chief Executive Officer		
Job Classification	Level 3: Officer/Specialist Range: \$47,505 - \$59,831		
Department:	CEO office		
Creation Date:	January 2022	Revision Date:	

SUMMARY

The Executive Assistant plays a key role in supporting the growth and direction of the organization through providing support to the President & Chief Executive Officer (CEO), VP Community Impact, VP Corporate Services, and to the United Way Board of Directors, the Local Advisory Boards, Campaign Cabinet and various Committees.

The Executive Assistant plans, schedules and coordinates meetings, presentations, logistics, is responsible for taking minutes and record-keeping, providing support for key projects, initiatives and events, proactively anticipating details and arrangements.

DUTIES & RESPONSIBILITIES

Support to CEO & VP (60%)

- Coordinates and manages the CEO’s schedule and meetings
- Manages meetings – coordination with attendee calendars, support the creation and circulation of pre-read materials and agendas, logistics and preparation of the meeting event, minutes, meeting recordings
- Develop and compile operational reports & presentations
- Proactively ensures the CEO is prepared for all meetings
- Monitors, tracks and updates action items
- Designs, implements and ensures efficient filing and organizing systems
- Coordinates travel and logistics for CEO and management, as needed
- Provides research and logistical support on topics and creates materials as required.
- Leads, supports or manages events with planning, logistics and implementation
- Prepares documents, correspondence and reports, seeking approvals and signatures
- Prepares presentations, meeting materials and packages
- Ensures CEO office and meeting spaces are organized and tidy in preparation for meetings

Support to Board, Cabinet and Committees (30%)

- Works with CEO to support Board and Board committees, records and distributes

minutes, prepare packages for meetings

- Manages Annual General Meeting and annual report preparation project, working closely with VP Corporate Services and all departments
- Supports CEO with related Board committees - records and distributes minutes and prepares packages as required
- Works closely with CEO on key campaign initiatives, including coordination and support of Campaign Chair, and campaign committees as required
- Works closely with CEO to support affinity groups, coordinating and liaising with departments and external stakeholders
- Supports community initiatives. strategic initiatives as required

Other Duties (10%)

- Support to projects and initiatives as they arise
- Other duties or tasks may be assigned based on the business needs of the organization

EDUCATION AND EXPERIENCE

Education:

- Diploma or degree from a recognized post-secondary institution in Administration, Social Services or equivalent education and experience

Experience:

- Minimum of five years relevant experience, supporting Executive Director/CEO and/or management
- Experience with Board Governance and minute-taking
- Proficiency in French is an asset

Skills & Abilities:

- Sound computer skills including: proficiency in MS Office Suite, and with database and / or fundraising software
- Very well-developed analytical and reasoning skills
- Ability to understand, express and apply very complex concepts and instructions of a general nature as well as complex technical/scientific/administrative concepts, methods and procedures
- Agility & flexible availability to problem solve or support changing priorities
- Very strong written, verbal, interpersonal and communication skills
- Strong time management skills and ability to effectively organize work in an environment with competing work duties
- Ability to work in a fast paced, complex and flexible office environment
- A committed team player who is also able to work in a self-directed manner
- Non-traditional hours may occasionally be required
- Access to adequate transportation is essential
- Ability to pay attention to detail
- Familiarity with equity, diversity and inclusion practices

COMPLEXITY OF DECISIONS

Typical decisions include setting own priorities, ensuring workload is balanced effectively and taking actions in an effort to coordinate requests made by management or external sources

Judgement may require s interpretation of variables and the situation at hand to coordinate activities and meetings as well as to address internal inquiries.

Support and guidance for decision making is readily available.

MANAGEMENT / SUPERVISORY AND ADVISORY RESPONSIBILITY

Direct Supervision:

- There are no direct reports for this position.

Indirect Supervision:

- There are no indirect reports for this position.

TYPE OF SUPERVISION REQUIRED / INDEPENDENCE OF ACTION

The Executive Associate operates with some independence of action and works under general supervision. Methods and procedures are available however questions dealing with unusual matters are referred to supervisor(s).

CONSEQUENCE OF ERROR

Typical errors may result in strained relationships with various donors and volunteers, events or initiatives that are not implemented effectively, etc. These errors are most often detected before they are communicated externally and most often result in lost time.

More serious errors could result in adverse impacts on the UWKFLA’s image and reputation.

CONFIDENTIALITY

The Executive Assistant is privy to confidential information related to activities of the organization and impacts within the community. Disclosure could have a serious impact externally or internally.

CONTACTS

Internal:

- President & CEO, Vice Presidents Corporate Services & Community Impact, Management
- Nature of the Contact – approvals, supporting initiatives, information, reports, updates, etc.

External:

- Donors, Volunteers, Vendors and Suppliers
- Nature of the Contact – coordination, meetings, information sharing, inquiries, etc.

PHYSICAL EFFORT

- Majority of time is spent in a comfortable position with frequent opportunity to move about
- Infrequent need to move or lift articles

PHYSICAL SKILLS

- Regular need to give close attention, hearing or seeing, to what is happening
- Requires working at computer, keyboarding, etc. and various meetings, etc.

WORKING CONDITIONS

Physical:

- Located in a comfortable indoor area
- Any unpleasant conditions would be infrequent and very mild

Stress:

- Work and environment change very little over time
- Pronounced pressure from deadlines, production quotas, accuracy or similar demands
- Unpleasant social contacts and / or concern about unpleasant situations are probable

COMPETENCIES

The United Way Worldwide has developed an extensive Competency Model Framework. The Framework supports a common set of competencies to ensure that each United Way is able to attract, grow and retain the right people who have key competencies in areas that are fundamental to our mission and strategic direction.

Specific definitions, traits and behaviours are outlined the Framework titled: United Way Worldwide Competency Models. Those specific competencies that apply this this position are:

- Mission focused
- Relationship oriented
- Collaborator
- Results driven
- Brand steward