

Executive Assistant

The United Way of KFLA is looking for the following **Full-Time Permanent** position to join the staff team in a dynamic, growing environment.

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, Campaign Cabinet, and various committees and initiatives.

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.

United Way KFL&A is looking for:

- Diploma or degree from a recognized post-secondary institution in Administration, Social Services or equivalent education and experience
- Minimum of five years relevant experience, supporting Executive Director/CEO and/or management
- Experience with Board Governance and minute-taking
- 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
- Familiarity with equity, diversity and inclusion practices

To learn more about the role, please visit www.unitedwaykfla.ca/careers

Please send resume and cover letter as one document in .pdf, .doc. or .docx format to: ceo@unitedwaykfla.ca. Please indicate 'Executive Assistant'. in the subject line

All applications are due by **March 21, 2023 at 4:00 PM** (or until filled).

Salary Range: \$47,505 - \$59,831 (Level 3)

This position works in-person at the United Way office at 417 Bagot Street, Kingston ON

The United Way is committed to employment equity and diversity in the workplace and welcomes applications from people of all backgrounds, reflecting the diversity of Canadian society. Should you require accommodation to participate in the selection process, please contact Marysabel Montilla (mmontilla@unitedwaykfla.ca).