



EXECUTIVE ADMINISTRATIVE ASSISTANT

We are looking for a dynamic, articulate, assertive and efficient Executive Administrative Assistant to provide high quality and efficient administrative support to the Executive Director (E.D.) of the Schwartz/Reisman Centre (SRC) and Prosserman JCC (PJCC). The Executive Administrative Assistant must be a self-sufficient, creative, innovative thinker with the qualifications and skills outlined below. Overall, the Executive Administrative Assistant will provide comprehensive support services to the E.D. that ensures a professional, responsive and effective experience within the organization as a whole.

Main Accountabilities:

- a) Serve as the first point of contact for a wide variety of high level relationships between the E.D. and external contacts.
- b) Requires the ability to handle highly sensitive and confidential information.
- c) Execution of high quality correspondence, documents, newsletters and reports.
- d) Answer phone calls and try to resolve queries as much as possible; provide E.D. summary of issues and actions taken
- e) Maintain the E.D.'s schedule including day-to-day and long term management of meetings, projects and priorities. Act as a 'gatekeeper' to protect and prioritize the E.D.'s time.
- f) Manage both paper and electronic filing systems.
- g) Coordinate meetings required by the E.D. in support of organizational activities, including but not limited to – senior management meetings, general staff meetings, board meetings, one-on-one meetings with direct reports, and retreats.
- h) Meeting readiness (material, meeting invitations, agendas, minutes etc)
- i) Manage travel and logistics for all staff within the agency.
- j) Assist the E.D. with the processing of expenditures.
- k) Provide administrative support on special projects.
- l) Provide internal email communication to all staff on behalf of the E.D. when requested.
- m) Draft and edit written correspondence on behalf of E.D. as directed.
- n) Produce summary reports CSI/EMS and other as requested.
- o) Conduct, compile and present research on potential funders, partners and other topics.
- p) Work as a member of the team, willingly providing support to co-workers when appropriate and actively supporting group goals.

Governance & Board of Directors:

- a) Facilitate a positive board experience through administrative preparation in advance of board meetings (agenda, board package) as well as timely release of minutes.
- b) Notify lay leaders of meetings and track attendance.
- c) With appropriate training manage the JCC Board Portal.
- d) Assist with the development of a Board Orientation program.
- e) Ensure all required governance is maintained by adhering to the compliance set in the agency by-laws.
- f) Prepare for board meetings by booking appropriate rooms, preparing board packages and tent cards, arranging necessary room setup details for maintenance and tech team, ordering food & beverage.
- g) Maintain Board of Directors List and Committees of the Board Lists with up-to-date names, bios, addresses, phone numbers, emails, titles, # of years served, etc.
- h) Take comprehensive minutes at Board meetings, review with the senior management team & distribute when appropriate.
- i) Maintain positive Board customer relations, acknowledging birthdays, special Jewish holidays, good wishes, invitations to special events etc.
- j) Spearhead the annual general meetings.

- k) Assist E.D. as needed with developing board and board committee presentations and reports by compiling and formatting relevant information using Excel, PowerPoint, Prezi and other tools.

Office Administration:

- a) Manage office supply inventory for the team and ensure effective operation of equipment (i.e. photocopiers, printers etc) by arranging for repairs when needed.
- b) Facilitate a staff culture of caring by coordinating the recognition of staff life cycle events.
- c) Coordinate staff Jewish holiday gifts.
- d) JCCA liaison (includes maintaining jcca.me directory, JCCA conferences logistics, JCCA visiting consultants).
- e) Liaise with external agencies as needed.

General:

- a) Attend staff meetings.
- b) Assist with special projects as requested (e.g. Fundraising initiatives).
- c) Volunteer for and participate in SRC/PJCC and UJA events (open houses, community celebrations, Walk for Israel and others).
- d) Participate in planning staff social and Jewish holiday events.
- e) Participate in manager on duty program.

Qualifications, Skills and Experience:

- a) University Degree or College Diploma in administration or equivalent.
- b) Five years or more experience supporting a senior Executive position.
- c) Experience dealing with Board members and lay-leadership committees.
- d) Excellent oral communication and presentation skills.
- e) Superior English language and writing skills (emails, reports, documents, newsletter articles, minutes etc).
- f) Demonstrated regard for confidentiality and a high level of judgment.
- g) Assertive and able to problem-solve proactively and effectively.
- h) WORD, Excel, PowerPoint; Prezi and database knowledge and experience (EMS/CSI or similar).
- i) Team work, diplomacy and professionalism.
- j) Knowledge of Jewish holidays and customs and Israel a must.
- k) Superior organization, strong attention to detail, time management and ability to multi-task in a fast-paced work environment and meet deadlines.
- l) Helpful, efficient and customer service focused.

Applications Process:

The SRC and PJCC supports diversity, equity and a workplace free from harassment and discrimination. The SRC and PJCC is committed to an inclusive, barrier-free recruitment and selection process. Accommodations during all phases of the hire process will be made wherever possible. If you are interested and qualified for this opportunity please submit your resume in confidence via e-mail to jeanette@srcentre.ca by **May 3, 2017**. Please clearly state the position title in your email.

We appreciate and thank you for your application, however we will only contact those candidates we wish to interview.