

Executive Assistant, YWCA Regina

2022-08-05

Hours of Work: Flexible, based on 37.5 hrs/week

Length of Employment: Permanent

Start Date: Immediate

Salary/Hourly Wage: \$54015 - \$65130 annually

Open to: Internal/External

YWCA Regina Inc, established in 1910, aspires to a world where communities benefit from the full and equitable inclusion of women and families and that the experiences and perspectives of women and families are reflected in all facets of society. We are a community voice of and for women and a trusted partner in addressing the most complex community issues faced by women and our community. YWCA Regina provides childcare, shelter and housing, community programs, family support programs, and outreach.

YWCA Regina Inc. Values

Respect: Everyone is deserving of an equitable and judgement free environment

Inclusion: Everyone has an equal voice

Trust: Our work is done with integrity and authenticity to maintain the trust we have gained in our community

Encouragement: We meet people and community where they are to support where they want to be

Resiliency: We address difficult conversations and community issues

YWCA Regina is committed to anti-colonial, anti-racist practice and to a workplace that prioritizes cultural safety. In addition, YWCA Regina is committed to creating a safe, inclusive, and accessible services and spaces for Gender and Sexually Diverse Persons. YWCA Regina acknowledges and accepts that our social systems, communities, and often our interpersonal relationships, organizational processes, advocacy, and practices perpetuate the marginalization of Indigenous peoples, Black people and Gender and Sexually Diverse people. YWCA Regina is committed to systemic change and to actions that further justice, truth, and reconciliation for marginalized peoples. YWCA has established commitments that outline the implementation of new practices and procedures involving actionable changes to policy, systems and governance.

Position Description:

The Executive Assistant (EA) will be an ambitious and driven candidate, who is highly motivated and thrives in a self-directed role. They will be a trusted partner committed to providing outstanding support, playing a critical role in assisting the CEO and Senior Leadership team through collaboration and a keen focus on results. Reporting to the CEO, the Executive Assistant (EA) provides administrative and logistical support to ensure a high functioning executive office within YWCA Regina. The EA supports the CEO's work which includes support for the Board of Directors, maximizing efficiency of the Leadership team, and performing in a manner that demonstrates a high level of professionalism and

confidentiality at all times. The EA will be responsible for project management, research and analysis of information. The EA is required to demonstrate a high degree of composure and flexibility when faced with managing multiple conflicting priorities for multiple stakeholders.

Responsibilities:

Administration & Logistical Support: The Executive Assistant oversees and manages the CEO calendar, communicates, and develops agendas, minutes and follow up from events and meetings. In addition, the EA supports yearly operational document reviews, including managing Imagine Canada Standards.

Board of Director Support: The EA oversees YWCA Board and Committee operations; including, but not limited to, board calendars, volunteer files, agendas, meetings, AGM logistics, minutes, and committee support.

Project Management: The EA is responsible to assist and support the CEO, Board of Director and Sr. Leadership team in research, data collection and reports for special projects as assigned. In addition, the EA is responsible to manage special association wide projects; such as procedural implementation, association internal events, and strategic projects.

Qualifications:

- A diploma or degree in a field of study or work experience relevant to the nature of the organization and/or position
- Demonstrated understanding of administrative processes and procedures, excellent organizational skills and detail oriented
- Able to prioritize tasks, work under pressure and meet deadlines
- Excellent written and verbal communication skills
- Excellent professional deportment with ability to maintain composure when managing multiple conflicting priorities for multiple stakeholders
- Ability to provide in-depth research and analysis in support of organizational initiatives
- Excellent problem solving, interpersonal and analytical abilities; proactive in anticipating needs, potential problems and adept at mitigating risk
- Exhibits sound judgment and the ability to make reasonable decisions in the absence of direction
- Must be able to work Monday to Friday with availability to work some evenings and weekends as needed (organizational events & board meetings)
- Proven ability to working from a feminist, anti-oppressive / anti-racist perspective
- Proficiency with Microsoft Office Applications including but not limited to Word, Excel and Outlook

How to Apply:

Submit your cover letter and resume to Melissa Coomber-Bendtsen at melissacb@ywcaregina.com or drop off/mail to 1940 McIntyre Street, Regina, SK, S4P 2R3 marked Attn: Melissa Coomber-Bendtsen by Aug. 22, 2022.

Note: Only applicants Selected for an interview will be contacted. No phone calls, please.