



## JOB POSTING

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**Position:** Executive Assistant

**Employment Type:** Full-time, permanent, out of scope position - 1.0 FTE, 35 hours per week

**Closing Date:** December 8, 2024

### **Duties and Responsibilities:**

Reporting to the Executive Director, the Executive Assistant plays a central role supporting all areas of the organization. Key functions include providing administrative support to the Executive Director, Board of Directors, and Senior Management; coordinating general operation systems and ensuring efficient office systems; supporting organization communications and promotional activities; and supporting financial processes. Duties shall be performed in a manner consistent with the overall mission and values of the agency.

### **Areas of Responsibility**

#### **1. Executive administrative support**

- Provides administrative support to the Executive Director as required and to senior management
- Supports and assists the Executive Director and senior management team with collective bargaining
- Coordinates and supports meetings of the Executive Director, Board of Directors, and Committees including managing logistics, preparing agendas and minutes, distributing materials, and assisting with post-meeting follow-up
- Prepares correspondence as directed

#### **2. Human Resources and Operations coordination**

- Supports onboarding of new staff, including orientation and setting up payroll, benefits, IT requirements
- Coordinates time management system and payroll
- Keeps electronic and paper filing systems up-to-date, secure, and confidential
- Ensures all agency policies and procedures are kept up to date
- Administration of various databases
- Acts as liaison for vendors and suppliers as needed
- Coordinates facilities, equipment, and IT needs
- Facilitates purchases and maintains inventory of equipment, services and supplies

#### **3. Financial management support, under direction of Operations Manager**

- Reviews and processes supplier invoices and payables as per financial policies and procedures
- Prepares customer invoices and tracks accounts receivables
- Tracks and processes cheques and electronic fund transfers
- Prepares semi-monthly bank deposits
- Conducts monthly reconciliation of bank and credit card statements
- Contributes to the annual budget development process
- Supports annual audit process

#### **4. Communications and promotions**

- Coordinates the production of promotional materials
- Keeps website up to date
- Creates content and updates social media
- Coordinates exhibits at conferences, information fairs, etc.

## 5. Program support

- Compiles statistics for various programs
- Tracks various agreements, renewals, terminations, and produces associated quarterly and annual reports
- Assists with drafting reports, funding proposals, research, and presentations as needed for a variety of projects
- Provides support for accreditation process and capacity building of the organization

## 6. General responsibilities

- Actively supports a workplace culture of caring, collaboration, mutual respect, and professionalism
- Assists in coordinating and participates in professional development activities, special events, and fundraising activities
- Provides backup support and coverage for other administrative team members as required (including coverage of reception)
- Other duties as assigned

### Qualifications:

Education:

- Business Administration diploma or equivalent

Experience:

- Minimum of three years experience providing administrative support to executive leaders and governors, preferably in the non-profit sector
- Excellent English oral and written communication skills
- Experience in supporting financial management activities
- Exceptional organization and time management skills
- Project management orientation with strong advance planning skills
- Demonstrated analytical and problem-solving skills
- Quality improvement mindset, with desire and ability to reflect, learn, and improve self and work processes
- Ability to work independently and reliably with minimal supervision
- Interest in varied roles and responsibilities, in service of organizational success
- Ability to maintain confidentiality and work with sensitive information
- High level of sound and independent judgment, reasoning, and discretion
- Superior skills using Microsoft Office, QuickBooks, Google apps, Social Media platforms; with comfort and interest to learn new software as needed
- Experience managing Web content is an asset

Final candidates are required to provide a satisfactory criminal record check including a vulnerable sector search.

**Compensation:** Commensurate with education and experience

**Submit** resume, cover letter and references to:

Mail: Janine Baumann, Executive Director  
Family Service Saskatoon  
#102-506 25<sup>th</sup> Street East, Saskatoon, SK S7K 4A7  
Email: executiveassistant@familyservice.sk.ca

Family Service Saskatoon thanks all applicants for their interest, however only those candidates selected for interviews will be contacted.

Posting opens on November 26, 2024 and closes on December 8, 2024 at 11:59 pm

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Family Service Saskatoon is an inclusive organization, welcoming individuals of all abilities. We believe in workplace diversity and we do not discriminate in our employee selection. We welcome and encourage applications from Indigenous peoples, persons from racialized groups, persons of all sexual orientations and genders and persons with disabilities. Race, color, disability, religion, gender, national origin or sexual orientation does not play a role in our hiring decisions.