

Job Posting

Job title: Executive Assistant
Hours: 35 hours per week
Start/end date: As soon as possible - March 31, 2025 with possibility of extension
Reports to: Chief Executive Officer
Posting Date: January 17, 2024
Reference Number: CLNU-2024-01
Deadline to apply: Open until filled

CultureLink is a Not for Profit Charity settlement and community organization with 35 years of experience in developing and delivering services to meet the needs of diverse communities. Passionate about providing innovative services, we adapt to changes and create new programs that best respond to and address our clients' specific needs.

Our team of more than 70 staff members, speaking more than 30 languages, is dedicated, knowledgeable, and multicultural. We serve around 10,000 participants on average each year.

Our services connect cultures to build welcoming communities. We assist newcomers looking for employment, help families navigate the school system, and provide youth with the skills necessary for bright and successful futures. We support refugees and bring together new and established Canadians.

Job Summary:

The Executive Assistant will support the Chief Executive Officer (CEO), Director of Finance, Board of Directors and, when necessary, the Senior Leadership Team, performing in a manner that demonstrates high level of professionalism, and confidentiality at all times. The ideal candidate will be a highly organized focused individual who thrives in an energized work environment to provide outstanding support, demonstrating flexibility and composure when faced with managing multiple conflicting priorities with multiple stakeholders.

In person work will be required primarily at CultureLink's main office located at 2340 Dundas St. West. In person work at CultureLink's other locations, will be as required.

CultureLink offers a very competitive compensation package which includes attractive salary, contributory RRSP and comprehensive health benefits.

Duties

Executive Support

- Support the CEO, Director of Finance, and, when necessary, Senior Leadership team with preparation for events, meetings, internal and external communication funder, media and other stakeholder engagements
- Assist and manage the CEO's calendar, scheduling appointments and coordinating meetings with external and internal stakeholders as appropriate
- Act as a liaison between the executive and all stakeholders, scheduling and meeting potential partners and or stakeholders on behalf of CEO, compiling minutes, reports and recommendation of next steps
- Maintaining continuous line of communication with CEO with regards to day to day tasks, identifying and discussing non-routine tasks
- Prepare, format and assemble a variety of materials, including agenda, presentations, meeting minutes, reports, manuals, organizational policies and other documents, letters and correspondence for the Chief Executive Officer, Board of Directors and senior leadership team
- Preparation and timely submission of expenses with appropriate allocation
- Analyze incoming and outgoing memoranda, submissions and reports, preparing and co-ordinating the preparation and submission of summary briefs and reports to the Board of Directors

- Organize staff meetings with support from Management team, engaging staff through involvement throughout stages
- Organize Annual General Meeting and other agency-wide events
- Other duties as assigned by CEO or Director, Finance

Administrative Support

- Receive, review and prioritize internal/external communications, referring materials as appropriate, handling matters on own initiative and following up on outstanding items, keeping CEO in the loop as needed
- Support the organization and maintenance of human resources records, partnership and organizational related documents physically and electronically; support the administration of health benefits
- Liaise with Management team to create and maintain centralized reports, data capture and processes
- Work in collaboration and support the Marketing and communication department to ensure adherence to processes, branding guidelines, while proactively providing feedback
- Establish liaison with colleges, universities, and community partners to provide placement and coordinate supervision of placement students and volunteers

General Project Management

- Research and review information (online, paper based) related to special projects and submit relevant information and reports, including, but not limited to, preparation of compliance reports for the agency and like reports as required, identifying and connecting with external stakeholders to gather information on scope of work related to special projects
- Coordinate with vendors, consultants, 3rd party service providers including technology, security, communications, on-site occupancy, in order to ensure continuous and smooth delivery of all daily and occasional services
- Co-ordinate and plan for office services, such as accommodation, relocations, equipment, supplies, forms, disposal of assets, parking, maintenance and security services
- Administer the procurement of goods and services
- Identify IT related issues, raising matters to the appropriate levels of authority
- Basic troubleshooting of technology related concerns on site when required
- Ensure the timely completion of all special projects, engaging appropriate stakeholders at required phases using forward planning outlined to CEO for prior approval

Required Competencies

- Physical demands: sitting at a desk and using a computer for 80% of the workday
- Non-physical demands: deadlines; variety of tasks
- Social/Emotional demands: teamwork; relationship/network-building
- Cognitive/mental demands: attention to detail; multitasking; organizational ability/time management, adaptability, sound judgement

Skills/Qualifications

- Diploma or degree in relevant Social Sciences or Business Administration
- Three years' related experience, particularly as an executive assistant, administrative, technological support or similar roles in an organization of comparable size
- Satisfactory Vulnerable Sector Screening within the past six months
- Exceptional attention to detail with problem solving and analytical skills to proactively identify and mitigate areas of concern
- Strong computer skills using MS Office applications, data systems and social media platforms
- Knowledge on IT related matters related, but not limited to, troubleshooting basic issues, wireless network, computer hardware. Active Directory administration, security and firewall, Windows 10 operating system and applications, Windows servers, maintenance, IP network and routing is an asset
- Quick learner with ability to work in a fast-paced environment

- Strong communication and interpersonal skills; ability to conduct research, create reports and presentations
- Excellent time management, organizational skills and flexibility to meet a high-pressure environment, with an ability to maintain a positive attitude
- Conflict management skills and ability to work effectively within a diverse team
- Ability to handle sensitive information with utmost discretion
- Legally entitled to work in Canada

How to Apply

Please submit your cover letter and resume to jobspd@culturelink.ca, quoting the reference number (CLNU-2024-01).

CultureLink works within an anti-oppression framework and is committed to equity. We value diversity and inclusion, and strongly encourage applications from racialized people, people with disabilities, and people from gender and sexually diverse communities. Upon request, CultureLink will provide accommodations for people with disabilities throughout the selection process.

We thank all candidates for their interest and advise that only those selected for an interview will be contacted. We will be reviewing applications as they are submitted.