

Heritage Saskatchewan

Job Description

POSITION: Executive Assistant

POSITION FOCUS: The Executive Assistant position is responsible for providing general administrative and organizational support for the day-to-day operations of Heritage Saskatchewan (HS). This position provides specific administrative and meeting support to the organization, including the Board of Directors and its committees. The position provides direct support to the Chief Executive Officer (CEO), as well as to other positions within the organization and works within the governance framework established by the HS Board as interpreted by the CEO.

POSITION REPORTS TO: CHIEF EXECUTIVE OFFICER (CEO)

KEY ACCOUNTABILITIES:

- 1. Provides administrative and corporate support to the CEO and the Board of Directors**
 - Organizes the logistics for all meetings and functions of the CEO, Operations and Board Committees; and for the Board of Directors including regular board meetings, board committee meetings, annual general meeting, member consultations, etc.
 - Compiles all documentation and ensures it is complete and made available prior to meetings.
 - Monitors board meeting and liaison expenses within defined parameters.
 - Takes and synthesizes notes and minutes at all Board and committee meetings, including the Annual General Meeting.
 - Ensures follow-up documentation and reports are prepared in a timely manner.
 - Provides administrative support to the membership development and relations functions, including the data base and membership communications.

- 2. Provides effective general office support that meets Heritage Saskatchewan's requirements for accuracy, quality, and timeliness.**
 - Maintains the contact database, ensuring that all information is accurate and current.
 - Performs word processing to prepare, format, and revise documents such as board manuals, reports, correspondence, etc.
 - Photocopies, compiles, and binds documents, reports and manuals.
 - Provides general office support including filing, manual and computer; photocopying and faxing of information.
 - Key operator for office equipment, including photocopier, fax, and printer.
 - Monitors the HS Operating Budget and works with the Administration Centre for Sport Culture and Recreation to ensure efficient management of accounts payable and receivable, and provides relevant financial reports to the CEO.

- Monitors office supplies inventory and purchases office supplies and materials within defined parameters.
 - Administers the Heritage Saskatchewan membership function.
 - Provides event administration, including processing registrations.
 - Provides logistical support regarding benefit and petty cash administration.
- 3. Provides administrative and corporate support to the organization.**
- Attends meetings and takes and synthesizes notes / minutes for partnership and committee meetings, as required.
 - Organizes the logistics for all staff and board committee meetings.
 - Ensures follow-up documentation and reports are prepared in a timely manner.
- 4. Participates in, and supports, team building with other Heritage Saskatchewan staff.**
- 5. Other duties as assigned.**

KEY CORE COMPETENCIES:

- ***Customer Aware and Focused:*** Must be committed to providing responsive services to members, potential members, and other community stakeholders and work respectfully within an office environment.
- ***Team-Oriented:*** Must be committed to being a team player and working to meet team goals. Must effectively prevent and respond to conflict.
- ***Communication:*** Must be able to convey and listen to information and opinions of diverse audiences with clarity, conciseness and professionalism, in both verbal and written contexts.
- ***Leadership:*** Must be willing to share areas of competence with others. Must show personal leadership within the position, through setting priorities and meeting timelines consistently.
- ***Strategic Thinking/Problem Solving:*** Must be able to anticipate and solve problems effectively and use innovative approaches to deal with them. Must be willing to participate in the ongoing change process required of an organization that values the cultural community.

JOB SPECIFIC COMPETENCIES:

- **Computer Skills:** Must be familiar and proficient with a number of computer software programs; word processing, database, spreadsheets and the Internet. Knowledge of Microsoft Office, Publisher and Excel an asset.
- **General Office Skills:** Must be familiar with a variety of office equipment and procedures including filing, photocopying, mail, etc.
- **Verbal and Written Communication:** Must have good writing skills and the ability to prepare, proofread, and format documents. Must be able to communicate in a professional manner to reflect the image of Heritage Saskatchewan and assess information and determine what is important.
- **Minute taking.** Must have good minute taking skills and the ability to synthesize meeting discussions and decisions.
- **Flexibility & Initiative:** Must be able to effectively handle interruptions, multi-task, and provide support to all areas in Heritage Saskatchewan.
- **Organizational Skills:** Must demonstrate strong organizational skills, with the ability to plan, set priorities, and meet timelines consistently.
- **Attention to Detail:** Must be detail-oriented and precise with the ability to review policies and documents to ensure accuracy and complete information; and to make recommendations where changes are required.
- **Organizational Knowledge:** Requires knowledge of Heritage Saskatchewan's mandate, its programs and its role within the province's cultural community, and the diverse environment that Heritage Saskatchewan deals with.
- **Additional experiences/qualifications:** a minimum of 3 to 5 years in an administrative/executive assistant or similar position; relevant training or experiences is an asset, and an ability to work independently with little or no supervision.

WORKING CONDITIONS:

- The Executive Assistant works in an office environment, and there will be times when the work takes the employee outside the office for meetings and events.
- The Executive Assistant works Monday to Thursday for a total of 30 hours. In addition, the Executive Assistant will be expected to attend and work at Board/other meetings which may occur on the weekend. In these circumstances, time off will be provided and negotiable with the CEO.
- Salary: dependent upon qualifications

Deadline for application: Noon, February 29th 2012

How to apply: Email: info@heritagesask.ca or fax: 306 780-9190

Attention: Ingrid Cazakoff, Chief Executive Officer