

Executive Assistant

Full-time Position (37 ½ hours/week)

CANDIDATE PROFILE: The Executive Assistant is a highly-efficient multi-tasker, adept at perceiving needs and proactively responding in appropriate and professional ways. This individual is a high-level communicator. They are trustworthy and demonstrate balance in their professional relationships. They are a quick-learner and can tackle extremely complex tasks and carry them through to a high degree of accuracy and completeness. This individual is familiar with organizational norms and challenges and appropriate communication channels. The ideal candidate takes pleasure in serving the organization and its leadership, offering attention to detail, expertise in computer skills, and flexibility and initiative in response to changes. The Executive Assistant will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment and will work in a way that is people-centered, holistic and partnership based.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba, Inc. (IRCOM), the Executive Assistant (EA) has primary responsibilities for:

- Executive Director Support
- Board of Directors Support
- Donor Relations
- Communications Support

With the supervision and support of the Executive Director (ED), this position will carry out the following:

DUTIES AND RESPONSIBILITIES:

Executive Director Support (40%)

- Independently complete time sensitive tasks and projects
- Manage the ED's calendar
- Organize and maintain ED's email and respond to inquiries in a timely manner
- Proofread documents, manage mailings, check voicemail, and prepare minutes as directed
- Assist in research projects as directed by ED
- Compile and coordinate annual report

Board of Directors Support (30%)

- Prepare Board of Director and Committee meeting packages, including documents, presentations, reports and minutes
- Prepare and edit ED correspondence and notifications to the Board and/or Committees
- Contact Officers of the Board if signatures needed for funding agreements
- Renew the annual Companies Office corporate registration
- Ensure IRCOM Inc. and IRCOM House Inc. maintain and update insurance coverage each year
- Collect and file Board required documents and contact lists for Board and Committee members
- Arrange scheduling, space, and food logistics for all Board of Directors and Committee meetings
- Establish and maintain excellent communication channels and working relationships with Members of the Board of Directors and Committees
- Coordinate special events and arrange workshop registrations for Board and Committee members
- Attend all Board of Directors and Committee meetings
- Record and maintain Board and Committee attendance, meeting minutes, and archive materials
- Maintain up-to-date Board and Committee information on IRCOM's Intranet
- Monitor budgeted Board expenses

Donor Relations (20%)

- Plan, coordinate, and implement donor campaigns, special events, direct appeals in collaboration with Executive Director
- Cultivate and maintain informed, engaging and grateful relationships with current and past donors
- Foster prospective donor relationships through event invitations, direct e-mail and phone contact
- Process donations including preparation of thank you letters and tax receipts
- Manage all data collection and storage for current and prospective donors, including contact information, tracking, and reporting
- Perform analytics to measure response to appeals and publications, and track donations, donor profiles, major donors
- Administer *DonorPerfect*, including user setup, system security settings, and provide ongoing assistance and training to users
- Maintain, monitor and update CanadaHelps donation page

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Communications (10%)

- Support Social Media Specialist to produce 3-5 posts per week
- With the ED, create and implement a Communications Plan to support the 30th Anniversary events
- With the ED, select key activities that will enable IRCOM to maintain its current donor base and coordinate and implement
- Refer media requests to the ED and/or pertinent staff
- Update and maintain IRCOM's website, focusing on priority areas
- Support other arising Communications functions as needed

REQUIRED QUALIFICATIONS

- Minimum of 3 years' experience in a comparable role requiring a high level of trust and responsibility
- Post-secondary education in business administration, fund development or a relevant field
- Work experience that demonstrates resourcefulness, attention to detail, initiative and collaboration
- Proven ability to work well under pressure and to eliminate distractions, prioritize and focus
- Exceptional administrative, organizational, multi-tasking and time management skills
- Proven ability to work with people from diverse cultural backgrounds
- Superior computer skills (MS Office – Outlook, Excel, PowerPoint, Publisher, Word; Prezi, etc.), Touch-typist, able to type a minimum of 50 WPM without looking at the keyboard
- Excellent, high-level, written and oral English communication skills
- Comfortable meeting and interacting with new people on a daily basis
- Recent Criminal Record Check and Clear Child Abuse Registry Check upon hire
- Proof of full COVID-19 immunization (including boosters) upon hire
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS

- Experience with donor relations, insurance, law, meeting and/or special events planning
- Experience with *DonorPerfect* and *Constant Contact* and *WordPress*
- Prior work with not for profit organizations or with newcomers
- Graphic design software or WordPress
- International education/experience
- Lived newcomer experience
- Valid Class 5 Driver's License and access to a vehicle

Hours of work: This is a full-time position with a maximum of 37.5 hours per week. Flexibility in work hours is essential, with frequent availability in the late afternoons and evenings for Board and Committee meetings, as well as the ability to work a varying schedule based on the needs of the Executive Director.

Wage: \$21.54/hour

Benefits: Group insurance (life, LTD, AD&D, dental & extended health)
Professional development opportunities
Collaborative, family-friendly and supportive working environment
Paid sick and discretionary time
Employer paid RRSP contribution (begins after 1st year)

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, visible minorities, persons with a disability, or any other groups that are typically under-represented in the workplace.

When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications. Review of applications will begin on **Monday, April 25, 2022** and continue until a candidate is selected. For further information, or to apply for this position please use the contact information below.

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.