

EXECUTIVE ASSISTANT

Full-time Position (37 ½ hours/week)

WHAT IRCOM OFFERS:

- A warm, fun, and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A passionate staff team committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Executive Assistant (EA) is the right hand of the Executive Director (ED) and is a highly-efficient multi-tasker, adept at perceiving needs and proactively responding in appropriate and professional ways. They are exceptional at managing a complex workflow consisting of many arising tasks, ongoing projects and critical scheduled tasks. This individual is a high-level communicator with excellent writing and editing skills. They are trustworthy, discreet and demonstrate balance and judgement in their professional relationships. The EA is 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 flexibility and initiative in response to frequent changes. They must be able to build rapport with co-workers, work well in diversity, and engage the team in organizational tasks that the EA or ED lead. The EA is fine working behind-the-scenes and is happy to assist with mundane tasks. The EA 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) position is not just an 'office job.' It offers many opportunities to be creative and to engage Board, staff, donors, funders and supporters, as well as our participants, in interesting and unique events and activities. The 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
- Schedule meetings and manage the ED's calendar
- Organize and maintain ED's email and respond to inquiries in a timely manner
- Flag critical issues and time sensitive tasks with the ED
- Proofread documents, check voicemail, and prepare minutes as directed
- Compile and coordinate IRCOM's Annual Report
- Organize special events

Board of Directors Support (30%)

- Assist the ED in preparing Board / Committee meeting packages and maintain orderly, updated files and folders with all Board / Committee documentation
- Attend all Board of Directors and Committee meetings, manage remote technology, take attendance and minutes
- Establish and maintain excellent communication channels and working relationships with Board / Committee members
- Ensure annual renewals are completed (Annual Return of Information, insurance coverages, subscriptions to donor / communications platforms, as examples)
- Onboard new Board / Committee members by collecting and processing required documents
- Arrange scheduling, space, food, logistics and remote technology for all Board / Committee meetings
- Coordinate special events and arrange workshop registrations for Board and Committee members
- Monitor relevant Admin expense lines including Board expenses

Donor Relations (20%)

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

Communications (10%)

- With the ED, create and implement an annual Communications and Donor Engagement Plan
- Support Social Media Specialist to produce 3-5 posts per week
- Support the ED to write quarterly e-newsletters
- 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 prioritize and multi-task effectively amid distractions
- Exceptional administrative, organizational, and time management skills
- Proven ability to work with people from diverse cultural backgrounds
- Superior computer skills (MS Office – Outlook, Excel, PowerPoint, Word; Canva, 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
- Physical agility needed to perform all aspects of work including mobility across work sites and occasional lifting (up to 10 kg)
- Ability to handle stress and function effectively and collaboratively during demanding situations
- Valid Class 5 Driver's License and access to a vehicle
- 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

HOURS OF WORK: This is a full-time position with a maximum of 37.5 hours per week. This position is 9- 5 PM, and requires flexibility to be available 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: **\$22.87/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 INFORMATION AND PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for equity in employment. Interested applicants can identify themselves as belonging to any of the following equity seeking groups: women, Indigenous peoples, racialized peoples, persons with a disability, LGBTQ+, refugees, and/or immigrants. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

For further information, or to apply for this position please use the contact information below. When applying, please note that you **must include a cover letter** and **your résumé must clearly indicate how you meet the qualifications**.

Review of applications will begin at 12 pm noon on Tuesday, September 6, 2022, and will continue until the position has been filled.

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

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.