

Executive Assistant (Internal/External Posting)

The Association of Neighbourhood Houses of British Columbia (ANHBC) is currently seeking a tactful, methodical and dedicated individual to join our team as our **Executive Assistant** to provide administrative support to the CEO, the Board of Directors and Board Committees of ANHBC and ANHBC Foundation, as well as the Board of Directors of Alexandra Housing Society and Board of Directors of the Alexandra Foundation.

Incorporated in 1894, ANHBC is a non-profit charitable organization made up of seven neighbourhood houses and an outdoor centre in the Lower Mainland. We have over 500 staff and work with thousands of volunteers from all walks of life.

The successful candidate will demonstrate a proven record of exercising sound judgment and discretion, multitasking and time management skills and be able to work effectively with staff and volunteers from various backgrounds.

Responsibility:

Reporting to the Chief Executive Officer, the Executive Assistant will be responsible for two key areas with duties that include:

Executive and Board Support

- Prepare, update, maintain and circulate all board documents and materials including but not limited to constitution and bylaw documents, board orientation manuals, terms of reference of board committees, reports and other materials
- Act as the official recorder for the directors of all organizations, take minutes at board and board committee meetings, prepare and circulate agendas, confirm speakers, notify and confirm attendees, manage responses, draft correspondence
- Assist the CEO to draft correspondence, communiqués, written briefs, board motions, funding applications and proposals
- Prepare, organize and disseminate all documents for meetings and events, including annual reports, meeting notifications, agenda and minutes
- Ensure that all required documents are correctly submitted to the BC Corporate Registry

Record Management

- Set up policy and procedure for record keeping, archiving and disposing of society documents
- Design, set up and maintain manual and electronic filing system for all society documents, including but not limited to constitution and bylaws, policy and procedure manuals, licenses, legal contracts and funding agreements, reports, research papers, meeting minutes

Qualifications:

- Minimum of five years of experience providing executive/administrative support at a senior level; direct and recent experience in charitable non-profit sector as an asset
- Excellent verbal and written communication skills in English
- Experience in minute taking and record management is essential
- Experience working with multiple stakeholders in a complex environment; familiar with board governance and non-profit structure
- Completion of high school, and preferably with postsecondary degree in business/public administration, political science or a related discipline
- Efficient in Microsoft Office and Internet applications
- Demonstrated ability to exercise discretion and sound judgment
- Team orientated with strong interpersonal skills
- Organized, detail oriented, able to multi-task and manage changing priorities and tight deadlines
- Valid BC Driver's license and access to a vehicle

Closing Date:

February 17, 2015

Hourly Wage:

ANHBC Band 8A

Terms of Employment:

Regular full time position at 35 hours per week, starting mid to late March 2015

Submit cover letter and resume to:
(please indicate in your cover letter where you find this posting to help us with our recruitment strategy)

Lily Chen, Human Resources Director
Association of Neighbourhood Houses of British Columbia
#203 – 3102 Main Street
Vancouver, BC V5T 3G7
Email: lchen@anhbc.org

*We thank and acknowledge all applicants and will proactively contact those selected for interviews
ANHBC is an equal opportunities employer*