

Position 110: Executive Assistant
Supervised by: Executive Director
Term Position: Full Time, 1.0 FTE

Who We Are:

The Calgary Pregnancy Care Centre is a non-profit agency offering assistance for anyone facing an unplanned pregnancy or experiencing post-abortion stress. We have been caring for women, youth and families since 1985. We are committed to providing high quality support and programs powered by a passionate and dedicated team. For information about our organization please refer to our web site at www.pregcare.com

Position Summary:

The Executive Assistant reports to the Executive Director, providing administrative, operational and financial support to the executive leadership team and organization.

Primary Responsibilities:

I. Administrative

- Manage Executive Director calendar to coordinate administration and workflow as needed.
- Coordinate meetings for Executive Team, for all internal and external meetings, speaking engagements, events and conferences by anticipating their needs before they arise.
- Assist with administrative and planning duties for campaigns (conferences, fundraising)
- Update Operations Plan for Executive Team and remind them of upcoming events
- Update Admin Calendar for Zoom meetings / Staff vacation,
- Make travel and guest arrangements.
- Work occasional evenings, weekends, as needed, for onsite conference / campaign support.
- Data entry, mailing, and filing
- Communicate with Board members and ensure they are aware of upcoming meetings or events.
- Manage all Board Documents ensuring they are prepared prior to meetings, proper signatures are provided and filing of all documents
- Arrange meal for in-person meetings

II. Development

- Donor Communication and relations, maintaining updates and thank you notes.
- Manage Donor Perfect software, input, verification, receipting and reporting.
- Manage fundraising software and the link to Donor Perfect.
- Train Admin staff and volunteers to utilize donor software.
- Work with Communications Director to create effective mailing lists.
- Assist with Fund Development as needed.

III. Human Resources

- Recruitment, job posting, point of contact, interviewing, hiring and documentation.
- Support onboarding and off boarding process.
- Manage employee's files
- Manage Employee Benefits Plan: applications, changes, cancellations and communication.
- Update and implement HR Performance review process
- Learn and keep up to date with current HR practices
- Update Employee Policy Manual
- Ensure Time Off and Benefit information is updated in Payroll software
- Submit payroll remittance once a month
- Provide support for Payroll
- Provide support for Accounts Payable

Qualifications:

The successful candidate will ideally possess a degree in Business Administration. A technical diploma with significant professional experience may be considered in lieu of degree. The successful candidate should also possess a minimum of two to three (2-3) years of demonstrated executive assistant or office management experience. A background in Human Resources will be considered an asset.

The successful applicant must:

- Respect and uphold the Statement of Principle, Statement of Faith, and policies of the Centre.
- Be highly proficient in the Microsoft Office Suite.
- Possess superior communication, organizational, servant leadership and teamwork skills.
- Be comfortable on a Mac platform and quick learner with software.
- Demonstrate ability to professionally manage highly confidential information.
- Be a self-motivated (self-starter, takes initiative with minimal instruction)
- Be committed to continual learning, maintaining professional and technical knowledge.
- Energetic, professional and flexible – adapting to changing organizational needs.

Note:

- Successful applicants must provide proof of qualifications.
- Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.
- An enhanced security clearance must be completed as a condition of employment.

What We Have to Offer:

- Free Downtown Parking
- Extended Health and Dental Benefits
- Fun, dynamic team culture
- An opportunity to continually grow and learn
- Ability to make a difference in the lives of others

How to Apply:

- Forward resume and cover letter with *Executive Assistant* in the subject of the email to info@pregcare.com.
- We thank all applicants for their interest. Only those selected for interviews will be contacted.