



Executive Assistant Office Manager
Aboriginal Coalition to End Homelessness Society

JOB SUMMARY

Job Deliverables The Executive Assistant/Office Manager is responsible for the administrative capacity development of the Aboriginal Coalition to End Homelessness, is required to provide a broad range of support to assist the Executive Director to respond to the overall vision and strategic directions of the Society, and is responsible to coordinate Board of Director meetings and ensure confidentiality and records are maintained and filed. The position works closely with senior management staff.

KEY RESPONSIBILITIES

There are five primary focuses of the position: Assisting the Executive Director, Office Management, Support Governance/Board of Directors, Communications and Projects.

Job Deliverables

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1. Assisting the Executive Director (ED)

- Daily and weekly consultations with the ED
Completing a broad variety of administrative tasks for the Executive Director including managing various calendars and coordinating meetings, taking meeting minutes, preparing briefing notes, online research and summarizing articles, data entry and financial updates, editing and proofreading documents, arranging travel plans, drafting itineraries and agendas, flagging important deadlines, developing PowerPoint presentations, drafting letters, track and respond to donations, preparing reports to Board, funders, and donors as needed, organizing events, responding to requests, and so on.
- Opportunities to support and shadow the ED at various meetings

2. Office Management

- Policy and procedures development (write, implement, evaluate and update)
- Draft a projected overhead budget annually; In consultation with the ED oversee the O/H budget; pay bills/invoices in a timely manner and track all office expenses
- Maintain electronic and hardcopy files (requires back-up and security; oversight of information security for staff and electronics; adherence to policies)
- Attend all Management Meetings
- Filing, phone and mail logs, managing receipts and cheque requisitions (between staff and finance) ensuring proper coding and copies are made

3. Support Governance/ Board of Directors

- Responsible to be well versed on the Society's Bylaws and Constitution, particularly board composition, membership, and so on
- Coordinate and schedule all Board meetings, Committee Meetings (coordinate: location, food, agenda; develop board packages; take minutes; distribute minutes; organize Board related travel and travel reimbursements, track terms and take minutes)
Primary organizer of the Annual General Meeting (coordinate: location, food, adhere to by-law time- lines regarding membership, develop the annual report, coordinate teams directly with the Board of Directors including assisting board members with travel arrangements and meal planning to attend board meetings, track individual and corporate memberships and dues)

4. Communications

- Communications: quarterly newsletters, staff memos, fundraising and web site maintenance,
- Assist with monthly Board of Directors report

5. Projects

- Proposal and grant writing
- Support the development of the Decolonized Harm Reduction Framework and Dual Model of Housing Care (Culturally-Supportive Housing) Toolkit
- Support the coordination of projects as per proposal deliverables, such as flagging reporting deadlines and editing mid-term and final reporting to funders and ensuring grant payments have been received.

EDUCATION AND EXPERIENCE REQUIREMENTS

- Education equivalent to a bachelor's degree in a field related to the work (social work, business/office admin, and/or, etc.)
- Experience minimum one two-years of management experience
- Proficient in Microsoft Office (Word, Excel, PowerPoint) and Adobe Acrobat, as well as Social Media platforms
- Experience or personal insights into working cooperatively and non-judgmentally with people with disabilities, lived experience, addictions, etc.
- Experience working with Indigenous peoples and an awareness of the impacts of colonization
- Preference given to those with experience working with non-profit organizations, family support, social services, and/or boards and committees
- Preference given to those with experience in coordinating events and community engagement

Skills and Ability

- Excellent ability to deal professionally, effectively and non-judgmentally with a broad range of personalities, needs, cultures and abilities
- Familiar with non-profit and registered charity applicable rules and regulations
- Ability to work under pressure and exercise good judgment in a variety of situations
- Strong written and verbal communication skills

- Demonstrated ability and success in proposal writing and program development
- Skilled in developing PowerPoints, Posters, and Reports
- Excellent organizational and administrative skills
- Excellent attention to detail
- Demonstrated proactive approaches to problem-solving with strong decision-making capability
- Extremely effective working independently, flexible, and adaptable to various competing demands
- Ability to handle confidential information with discretion
- Solid time management skills, with the ability to complete and prioritize a variety of tasks within a given timeline, with adherence to important deadlines
- Ability to work both independently, take initiative when necessary, and also work collaboratively as part of a team
- Progressive understanding of persistent mental illness, addictions and other challenges and how these issues impact overall health, wellbeing, and quality of life.
- Understanding of the intergenerational trauma that occurs as a result of colonization, Residential Schools, Sixties Scoop, and other oppressive systems as well as the history of Indigenous peoples in Canada

Rate of Pay: Based on experience and qualifications.

Hours: 8 hrs per day, Monday – Friday

Location: ACEH Office on Quadra Street

Term: Position available starting August 2020 – March 2021 with a strong possibility of continuation.

Interested candidates should forward a resume and cover letter to jobs@ACEHsociety.com and cc' director@ACEHsociety.com with Executive Assistant Application in the subject line. Preference will be given to qualified candidates with Indigenous ancestry.

ADDITIONAL INFORMATION

WHO WE ARE: The ACEH is a non-profit, registered charitable organization and housing provider with a vision to lead long-term, systemic change to better meet the needs of our people living away from home and experiencing homelessness. Our work is centered on the voices of Indigenous peoples who have shared their immediate needs, lived experiences, and perspectives on solutions. Through research and experience, we have learned that a culturally-supportive model of care is key, and strategies that include cultural supports provide better outcomes in terms of transitioning and sustaining housing for Indigenous people experiencing homelessness. Our goal is to build a culturally safe community and provide opportunities for reconnection to family and ancestral lands, culture, and tradition, to strengthen Indigenous identity and purpose.