

## JOB DESCRIPTION

JOB TITLE: Executive Team Assistant

**JOB SUMMARY:** The incumbent will direct report to the Executive Director (ED) and the Associate Executive Director (AED) and provide daily assistance to both. Additionally, for work done on behalf of the Society's Board of Directors' a direct report to the President or the designated Board Member may be required.

Employees and volunteers of the Lakes District Family Enhancement Society and the Society's Link programs are expected to uphold and help maintain the organization's positive culture as noted in the Core Values listed under Special Conditions below. Therefore, a key aspect of this position is working cooperatively and collaboratively with a variety of individuals in a caring, approachable, non-judgmental manner that encourages others to feel comfortable and respected.

## **RESPONSIBILITIES:**

Under the direction and guidance of the ED and AED, the incumbent will:

- research, design and write drafts for a variety of resources including proposals, marketing and presentation materials, program documents, reports, charts, job descriptions and a host of related tasks for both hard copy and online publications.
- organize information in a professional manner.
- assist with research, documents and correspondence for the Board of Directors.
- create strategies and content for advertising and donor appeal.
- Provide a variety of direct tasks and supports to programs as needed.
- work cooperatively with a variety of individuals and professionals to promote a positive team environment.
- ensure the protection of privacy for all clients, volunteers and staff.
- other related duties upon request.

## QUALIFICATIONS/SKILLS:

- Degree in a related field or related post-secondary education with 2 years of relevant experience
- Education and/or experience working in a high-tech environment that provided extensive knowledge for an array of computer platforms including AI.
- Strong computer design knowledge and skills.
- Ability to multitask and respond quickly and positively to changing demands.
- Capacity to research and interpretate complex content to apply to a wide rang of tasks.
- Exceptional written and verbal skills required for the effective execution of specific outputs.
- Excellent judgement and attention to detail.
- Understanding of local First Nations and respectful, culturally sensitive practices.

- Proven ability to deliver services with a caring, approachable, non-judgemental demeanor which encourages clients, team members and others to feel comfortable and respected.
- Ability to work with minimal supervision and in varying environments.
- Strong organizational and interpersonal skills.
- Ability to handle information in a confidential and professional manner.

## **SPECIAL CONDITIONS:**

- Initial and on-going employment is subject to submission of a clear Criminal Record Check.
- Must possess valid class 5 driver's license and satisfactory driver's abstract.
- Willingness to work flexible hours.
- Provide services and interactions reflective of the Society's Core Values
  - *Respectful, inclusive services that focus on improving the quality of life for all members of our communities.*
  - Supportive environments that are thoughtful, non-judgmental, considerate and solution focused.
  - Reflective and dynamic practices that allow services to best meet the needs of those the Society serves.
  - Dignified, respectful, caring and understanding services that ensure a welcoming environment.
  - A commitment to reconciliation and decolonization through the adoption of the United Nations declaration on the rights of Indigenous peoples, setting out concrete actions on the Truth and Reconciliation Commission's calls to action and to learn from and support local Indigenous communities.