

**Position Available**

**POSITION**:Board/CEO Executive Assistant (Permanent, Part-time)

**LOCATION:** Midhurst, Ontario

**REPORTS TO:** Chief Executive Officer

**POSITION SUMMARY**

The successful candidate for this role will provide administrative, executive and tactical support to the United Way Simcoe Muskoka Board Chair, Board of Directors, standing committees and the CEO to enable them to fulfill their mandates and accomplish their goals in accordance with agency mission and the strategic plan. The Board/CEO Executive Assistant will ensure the appropriate recording and maintenance of all governance and executive proceedings. Acting as a resource they will guide volunteers (Board Directors) in the use technology, tools and systems that support board functions. Coordination and logistics for meetings including the Annual Meeting. Coordinate, format and upload compliance requirements as required by UWCC guidelines.

### KNOWLEDGE AND SKILLS REQUIREMENTS

**Required Professional Designation(s) / Expertise**

* Professional accreditation or combination of education and experience in related discipline
* Nonprofit or charitable experience, supporting a volunteer Board of Directors

**Required Skills / Minimum Qualifications to be demonstrated**

* Familiarity and experience working in a nonprofit environment; practical knowledge of governance, board and committee functions; meeting planning and coordination
* Manage multiple work streams
* Business communications – oral/written
* Exercise good judgment/problem solving
* Time Management – the ability to prioritize work/tasks
* Software/Computer Expertise – MS Office, Windows, virtual meeting technology, AV presentation
* Use of social media
* Scheduling/planning
* Online research and data collection
* A valid driver’s licence and reliable vehicle is required

**Core Competencies**

* Organizational: Strategic, process-oriented, multiple work streams
* Behavioural: Collaborative; Professional; Client/Team Focus, Customer Service Focus
* Job specific: Technical; Analytical; Accountable; Solution-focused
* Personal Accountability: Ethical; Resilient; Inclusive; Confidential; Discreet

**Preferred Skills (Not Mandatory)**

* Business development
* Salesforce proficiency

| **MAJOR RESPONSIBILITIES** |
| --- |
| Board Liaison - Act as a central point of contact by coordinating timely communications among board members/committees, staff and external contacts, Coordinate annual meeting, Attend board and committee meetings, Transcribe and distribute minutes, Maintain the recorded minutes of the corporation, maintain communications with members of the corporation, maintain board and committee OneDrive calendar and files, ensure adequate preparation for board activities, manage preparations for board and committee meetings, Create/edit/update presentations and documents. Provide administrative support to board chair. Support board recruitment process, Onboard new members in specific functions. Maintain and update board policy manual. Manage sensitive, confidential matters and documents on a routine basis.  Executive Support – Maintain and manage CEO schedule, organize internal and external meetings, provide administrative support, monitor email and respond on behalf of CEO where appropriate or as directed. Provide executive support through management of CEO’s schedule, coordinating external communications, acting on behalf of the CEO with appropriate direction for specific tasks. Conduct prospect/ organization research as needed to support CEO’s resource development activity. Coordinate quarterly CEO Strategic Plan report responses. |
| Staff Lead, UWCC Membership Compliance – Responsible for meeting UWCC Membership Compliance Requirements - Identify critical time frames and deadlines, organize essential tasks and task relationships, work with appropriate staff to establish work sequence and time frames to meet UWCC requirements, upload documents to UWCC portal, maintain communications with Director Membership UWCC. |
|  |
|  |

To apply for this opportunity, please submit a cover letter and résumé to [HR@UWSimcoeMuskoka.ca](mailto:HR@UWSimcoeMuskoka.ca).

Consideration of applications will begin immediately, with the competition remaining open until a suitable candidate is found. Thank you to all who apply.

United Way Simcoe Muskoka is an equal opportunity employer. Accommodations throughout the application process will be made upon request.