

**Grace Haven Lutheran Community
Care Centre
Position Description**

Position:	Executive Assistant-Part Time
Objective	To assist the Program Manager in the professional operation of the program office environment.
Qualifications	<p>Education and/or Professional Experience: Business Administration or Accounting Certificate or equivalent office administration experience.</p> <p>Required Languages: Spoken English, Written English, excellent literacy skills. Knowledge of other spoken languages is considered an asset.</p> <p>Business Equipment and Computer Applications: Confident in using a variety of multi use office machines, electronic mail, MS Word, MS Excel, Simply Accounting, Power Point and Media Presentations.</p> <p>Personal Skills: Extremely detail oriented, proven ability to effectively prioritize tasks, ability to work independently, exercise good judgment in day to day work as well as perform effectively under pressure, self motivated to work on projects straight through completion, natural ability to adhere to high standards of ethics and confidentiality, ability to build harmonious working relationships with clients, co-workers and the general public.</p> <p>Specific Skills: Ability to assist in the development of administrative policies and procedures, analyze incoming and outgoing memoranda, submissions and reports, prepare and co-ordinate the preparation and submission of summary briefs and reports, prepare agendas, make arrangements for meetings, minute meetings, compile data, liaise with community members, experience and or interest in fund raising, ability to relate comfortably and positively with seniors and individuals with mental health or physical disabilities, ability to motivate and encourage people.</p> <p>Acceptable, current criminal record check and driver's abstract. Clear vulnerable person sector security search.</p>
Supervisor	Program Manager
Service Responsibilities	<ol style="list-style-type: none"> 1. Promptly receive and screen incoming telephone calls to the Manager, providing friendly and professional greeting, maintaining a phone log, and eliciting necessary information to allow timely and accurate responses. Respond where appropriate. 2. Remain aware of and update the Program Manager's schedule. 3. Promptly screen and distribute incoming post and email, responding where appropriate. 4. Provide accurate word-processing support by composing and/or editing a variety of documents. This includes many highly confidential correspondence, memoranda, contracts and proposals. 5. Assist in organizing meetings and/or special events including fund raisers, annual promotional events, Christmas parties, and others as assigned. Arrange for invites, site or booth bookings, catering, prepare and distribute information with respect to the event

	<p>and follow up with any predetermined gifts and/or thank you notes.</p> <p>6. Develop and maintain well organized hard copy and computer filing system that permits easy reference and rapid retrieval of information.</p> <p>7. Professionally account for all incoming and outgoing funds using Simply Accounting or other financial software packages. Prepare timely and accurate tax receipts. Prepare financial reports for Board Finance Chair review. Complete government financial reporting as directed by the Program Manager.</p> <p>8. Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.</p> <p>9. Attend all Board meetings, prepare and distribute Board meeting information, record meeting minutes and manage the Board meeting files.</p> <p>10. Coordinate repairs to office equipment as directed.</p> <p>11. Coordinate the updates of all program data including inventory, statistics, and client and staff files as requested by Program Manager.</p> <p>12. Maintain strictest confidentiality of client, staff, and agency information.</p> <p>13. Communicate with all Clients and their Care Givers, Staff, Volunteers, Program Manager and all community professionals in a supportive and professional manner.</p> <p>14. Immediately notify Program Manager of events requiring an Incident Report (as specified in the Grace Haven <i>Policy & Procedure Manual</i>).</p>
<p>Organizational Responsibilities</p>	<ol style="list-style-type: none"> 1. Adhere to standards consistent with the values and philosophy of the Grace Haven Lutheran Community Care Centre. 2. Engage in formal performance evaluation with Program Manager after six months' employment and annually thereafter. 3. Represent the organization in a professional manner.

Employee Signature: _____ **Date** _____

Manager Signature: _____ **Date** _____