

INTERNAL & EXTERNAL JOB POSTING

Executive Administrator

ISANS is seeking a full-time **Executive Administrator** to support the efficient and effective operation of the Leadership Team by supporting three Senior Leadership Team members: the Director, Operations and the Directors of Programs. The individual in the role proactively takes initiative by providing a wide range of support services in a confidential and sensitive manner and undertaking project management work as required. Reporting to the Director of Operations, this position will be responsible for:

- Coordinating communication and workflows between the Directors and others by developing effective systems
- Facilitating communication on behalf of the Directors, including arranging meetings, preparing meeting packages, disseminating information, collecting feedback, taking minutes at meetings, and preparing action follow-ups
- Providing support in day-to-day management and coordination of the Directors' calendars and meeting schedules, ensuring that meetings, deadlines, presentations and other activities are carried out seamlessly
- Liaising with and maintaining positive relationships and communications with a variety of internal and external contacts
- Assisting in researching and drafting of communication materials such as reports and presentation slides for the Directors
- Collecting and compiling research data, writing summaries and identifying statistical trends
- Providing proactive confidential administrative support including:
 - Composing and editing correspondence, reports, presentations
 - Responding to enquiries for information from internal and external parties
 - Tracking deadlines and deliverables with ISANS employees and other stakeholders
 - Preparing and distributing documentation, following up on action items
 - Preparing expense reimbursements
 - Managing meetings and conference registrations, internal and external
 - Making travel arrangements including transit, accommodations and creating itineraries
 - Compiling reports for Directors using ISANS New Org database
 - Maintaining confidential filing systems including program contracts and other formal documentation
- Other administrative support functions and duties as required

The ideal candidate for this position will have the following:

Education:

- Post-secondary education in business, administration or office management, or other related discipline
- Equivalent combination of education and experience will be accepted

Experience:

- 2 or more years experience in an administrative position
- Experience working in a cross-cultural environment; experience in a non-profit environment preferred
- Experience with computer programs and databases; data input, queries, generating/developing reports, spreadsheets, presentation documents

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Proficient with MS Office applications

- Additional languages an asset
- Proactive approach and disciplined practice

Terms of Employment:

- Fixed-term contract to March 31st, 2023, renewable pending funding confirmation
- Full-time, 35 hours per week (flexible hours: day or evening)
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

Commencement Date: ASAP

Closing Date: Friday January 28, 2022 – 4:00pm.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

**We wish to thank all applicants for their interest and effort in applying for this position.
However, only candidates selected for interviews will be contacted.**

