

INTERNAL & EXTERNAL JOB POSTING

Executive Administrator

ISANS is seeking a Full-time **Executive Administrator** to support the efficient and effective operation of the Senior Leadership Team (SLT) by supporting two of its members: the Chief Financial Officer (CFO) and the People & Culture (P&C) Director. The individual in the role proactively takes initiative by providing a wide range of support services in a confidential and sensitive manner, coordinating various ISANS and organizational events, and undertaking project management work as required.

Reporting to the P&C Director and CFO with a dotted line to the Strategic Initiatives Advisor (SIA) [herein referred to as a group, as "Officers"], this position will be responsible for:

Research and Communications/Writing Support

- Assisting in researching and drafting of materials such as reports and presentation slides for the Officers
- Collecting and compiling research data, writing summaries and identifying statistical trends
- Assisting with policy updates and communications

Coordination of Key Initiatives

- Developing and maintaining an incident-reporting tracking and follow-up process in collaboration with Occupational Health & Safety
- Coordinating ISANS' client complaints process, including tracking and facilitating responses to complaints
- Coordinating communication and workflows between the Officers and others by developing effective systems

Procurement for Events and Office Supply

- Coordinating or consulting on organizational / ISANS-wide in-person events or meetings, upon the request of SLT
- Coordination and facilitation of staff employee events such as staff social or educational events such as organizational training or holiday get-togethers
- Establishing & maintaining key relationships with corporate vendors such as catering companies, local supply stores and retail shops and facilities with rental space for large group events

Administrative Support

- Providing proactive confidential administrative support to the Officers including tasks such as:
 - Coordinate with the Controller to compile monthly compliance certificate and financial reporting deck for the Audit and Finance committee and Board meetings.
 - Maintaining confidential filing systems including financial documents, program contracts and other formal documentation
 - Composing and editing correspondence, reports, presentations.
 - Responding to inquiries for information from internal and external parties.
 - Tracking deadlines and deliverables as instructed by the Officers
 - Preparing and distributing documentation, following up on action items.
 - Preparing expense reimbursements and following up on credit card receipts.
 - Managing meetings and conference registrations, internal and external.
 - Making travel arrangements including transportation, accommodations and creating itineraries.
- Facilitating communication on behalf of the Officers, including arranging meetings, preparing meeting packages, disseminating information, collecting feedback, liaising with and maintaining positive relationships and communications with a variety of internal and external contacts
- 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

Experience:

- 2 or more years experience in a senior-level 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
- Equivalent combination of education and experience will be accepted
- Payroll and/or finance experience considered an asset

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- Additional languages an asset
- Proactive approach and disciplined practice

ISANS Core Competencies

Cultural Competency; Equity, Diversity & Inclusion

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Indefinite-term contract
- Full-time, 35 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.

Commencement Date: ASAP

Closing Date: Thursday December 5, 2024 – 4 p.m.

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.

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.

Only those eligible to work in Canada will be considered for this position.

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.