



## Posting: Executive Assistant

*Interim Place provides shelter, support, counseling and advocacy to help abused women and their children break the cycle of abuse. We are a women-centred, anti-racist, anti-oppressive, non-profit organization serving the diverse population of the Region of Peel.*

Interim Place operates two emergency shelters for women and children who are leaving abuse. We also operate a Community Support and Outreach (THSP) Program for women in the community who have experienced violence.

Interim Place is seeking a Full Time Executive Assistant.

### Position Summary

- The Executive Assistant provides administrative and organizational support to the Executive Director and the Board of Directors. The Executive Assistant supports Board meetings and, as required, the work of the management team. The candidate will work in accordance with all agency policies and to support the mission, vision and values of the agency.

### Qualifications

- Post-secondary education in senior administration, or equivalent in experience
- Minimum 3-5 years in a similar role
- Ability to take initiative, to manage multiple tasks with established deadlines and work effectively within a team
- Experience supporting a voluntary Board of Directors is required
- Strong organizational skills and ability to multi-task
- Excellent interpersonal skills, verbal and written communication skills, customer service orientation
- A feminist, anti-racist and anti-oppression analysis of violence against women
- Proficiency in Outlook email and scheduling, word-processing, excel and databases

### Key Responsibilities include:

#### **Board Support**

- Prepare documents and make arrangements for Board and Committee meetings
- Attend Board and Committee meetings as required and take accurate, efficient minutes
- Distribute and file meeting minutes
- Coordinate and maintain all records for Board of Directors and related committees

#### **Executive Director Support**

- Support the work of the Executive Director through effective administration and organization including record-keeping and filing, minute-taking, etc
- Prepare correspondence, forms, charts, reports and other documents as requested by the Executive Director or Board
- Provide coverage as required in other administrative positions

- Assist in the maintenance of the agency website

**Management Team and Organizational Support**

- Assist with the management of fundraising database and the creation of reports
  - Assist in the coordination of, and participate in Staff Training Days, AGM and internal or off-site staff events
  - Provide administrative support to the management team as required
  - **Interim Place is committed to the development of an organization that reflects the community and the women we serve. Applications from Aboriginal Women, Women of Colour/ World Majority Women, LGBTQI Women and Women with Disabilities are strongly encouraged.**
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- **Please email us at [mail@interimplace.com](mailto:mail@interimplace.com) by May 17, 2013 and quote Job-EA13. Only candidates selected for an interview will be contacted. Please no faxes or phone calls.**