

Executive Assistant and Admin Support

Job Title:	Executive Assistant and Admin Support, Exempt Full-Time Position
Reports to:	Executive Director
Compensation:	\$26.38/ hour
Benefits:	Employee & Family Assistant Program; Extended Healthcare Benefits (upon passing the probationary period)

Please read the job posting in its entirety before applying. Only submissions including a Cover Letter will be considered.

Serving the community since 1973, Dixon Transition Society helps to reduce the impact of domestic violence by providing a safe haven for women and children. The Executive Assistant will uphold Dixon's feminist values and support our mission.

The Executive Assistant will support the Executive Director and the Admin Team with administrative tasks and other duties as required. The Executive Assistant will support the Manager of Operations and Services by handling all incoming and outgoing invoices, assisting with Accounts Payable, and all other accounting related needs as required or requested, as well as with personnel-related tasks such as onboarding new staff and enrollment of staff in Dixon's benefit plans.

Duties and Responsibilities:

- Assist Executive Director with organizational administration and related assigned tasks
- Support Executive Director with administrative tasks and other duties as needed such as managing operational processes
- Manage multiple projects simultaneously and follow through on any issues in a timely manner
- Organize documents for signatures of Executive Director, Board, and members of executive staff related to relevant projects
- Assist in preparation of materials, packets and presentations for Board meetings, and committee meetings, Annual General Meetings, Executive Director meetings, management and leadership team meetings, off-site meetings, and all-staff meetings. Prepare and distribute meeting minutes.
- Lead short-term projects and initiatives as directed
- Support with regular review of organization policies
- Support Manager with maintaining personnel files ensuring files are up to date with copies of employment and termination records, performance records, updated personal and banking information, updated forms, and signed agreements
- Support Manager with new staff onboarding processes including letters, benefit paperwork and enrolment, and completing criminal records checks
- Support Manager with accounting-related needs such as processing all incoming and outgoing invoices, and other accounting related needs
- Support the Manager and the Executive Director with the annual renewal of various programs such as insurance, tax exemptions, etc.

- Support the Leadership Team to meet and report on their Strategic Plan Initiatives
- Assist with events, projects, meetings, workshops, and gatherings as needed
- Assist or organize for venues, food, and supplies for meetings as directed
- Keep accurate records and files at all times and as appropriate
- Keep Holdom Office tidy and organized: organize monthly cleanings; order supplies; water plants; bring soft plastics recycle to local depot; etc.
- Attend scheduled meetings and events as required
- Attend workplace training and networking engagements as applicable
- Surveys: regularly create surveys and collect results as requested, as well as provide quarterly program results from client surveys to Management
- Monitor or administer various online subscription platforms: Ok Alone, Datacom, UC Softphone, etc.
- Act as the primary contact for Dixon for various external stakeholders: City of Burnaby, Legacy Towers, WestX, telecommunications companies, other Holdom Resource Centre organizations, etc.
- Participate in Dixon's Joint Occupational Health & Safety Committee
- Monitor usage of Community Resource Room 109, including checking the online booking app, booking room on behalf of Dixon, and invoicing other Holdom Resource Centre organizations for their bookings
- Information Technology
 - Cybersecurity Champion: actively promote and maintain a safe online environment for Dixon by providing regular and timely updates on active threats and best-practice tips
 - Computer Maintenance: assist all personnel in troubleshooting usage issues with all electronic devices (printers, phones, cellphone, computers, laptops, etc.); promote a culture of electronic best-practices by providing easy-to-implement tips, tasks, and behaviours
 - Act as primary contact for VoIP Phone System, for both staff and phone company
 - Device Management: prepare new devices for staff use according to established list; prepare used devices for re-issuing by cleaning local files
- Maintain an updated schedule of onsite personnel from the Admin Offices, to be posted weekly
- Perform other related duties as per operational requirements
- Check the Dixon PO Box and Mail Box and bring any client mail to Site 1 at least one a week
- Open, receive, and process any deliveries or post/mail as necessary

Education, Training, and Experience:

This position requires an individual who possesses the following.

- Diploma or education in related field
- Experience with administrative and accounting tasks

Skills and Abilities:

This position requires an individual who possesses the following.

- Proficiency in English, and any additional languages are an asset
- Ability to communicate effectively, both verbally and in writing
- Knowledge and ability to work with different office equipment, technology and software including Microsoft office 365, Dext, printers, and an aptitude and willingness to quickly learn anything new

- Ability to prioritize and organize and establish expectations around meeting deadlines
- Ability to be flexible and exercise sound judgment
- Extremely well-organized and detail oriented
- Ability to work independently and in cooperation with others
- Ability to establish and maintain rapport with colleagues and stakeholders
- Ability to analyze and resolve problems
- Ability to meet deadlines and to track tasks and due dates on Outlook calendar
- Eagerness to learn and take on increasing responsibilities
- Physical ability to carry out the duties of the position

Required:

- Clean Criminal Records Check
- Valid driver's licence and access to a vehicle
- Respect the need for confidentiality and sensitivity of information

Working Conditions:

This is a Temporary position to cover a Maternity Leave from January 09, 2023 through February 29, 2024

The Executive Assistant works 5 days/week (37.5 hours), in an office environment, Monday through Friday with some evenings and weekends per operational requirements.

Email resume and cover letter attention to Claire Kalfon, Manager of Operations & Services, manager@dixonsociety.ca

We thank everyone in advance for their interest in this position and for taking the time to apply; due to the anticipated volume of applications, only those shortlisted for interviews will be contacted. Only applications including a cover letter will be considered