



Executive Assistant Job Opportunity

Location: Edmonton, AB

Closing date: May 20, 2022

Position status: Full-time (35.00 hours/week). 11-month paid position (July or August off, unpaid)

Compensation: \$33.15 - \$41.59/ hour. Wage will commensurate with Education and Experience. Comprehensive benefit package.

The Organization:

GRIT is a dynamic program whose mission is to build on the skills, knowledge, and confidence of families and educators to ensure that children are supported in inclusive settings and meaningfully participate in everyday routines.

The Opportunity:

Reporting to the Executive Director, the Executive Assistant (EA) provides senior level administrative/business support to the Executive Director, Board of Directors and Human Resources Manager. This role is responsible for providing strategic support including document and records management, human resources processes and administration. This position also supports business development processes through creation of proposal writing, policies and special projects, as needed.

Key Responsibilities:

Direct Senior Level Support to the Executive Director

- Provides confidential, senior level administrative support
- Assists the Executive Director in scheduling meetings, calendar management, file management, meeting preparation, and follow up action items.
- Supports research, drafts, edits and tracking of funding proposals and assists with reporting, as required.
- Demonstrates leadership to positively influence and inform others to achieve results in the best interest of the organization.
- Organizes registration for events, professional learning and travel arrangements for the Executive Director/Board.
- Provides support in areas related to donor appreciation
- Performs other related duties as necessary including special projects, as assigned.

Administrative support to the Board of Directors

- Provides administrative supports to the Board of Directors and Board Committees, including assembly and distribution of board meeting packages, minute taking, online SharePoint file management portal, and other related tasks, as requested.
- Provide in person/ online logistical support including room booking and set up, catering
- Preparation for the Annual General meeting and board orientation.



HR Support and Administration

- Provides confidential, HR administrative support
- Supports HR Manager with the recruitment process including posting jobs on internal and external sites, screening resumes, setting up interviews and conducting reference checks.
- Coordinates the orientation and onboarding of new employees including working with the Supervisor to ensure an effective onboarding experience.
- Oversees performance review cycle, tracks and provides Supervisors and employees with reminders and forms.
- Support staff scheduling for payroll

Skills and Competencies:

- High degree of attention to detail, adaptability, accuracy and confidentiality.
- Excellent verbal and written communication skills and public relations.
- Strategic thinker, demonstrates creative problem solving through assessing data, options and actions based on trends including designing, monitoring and streamlining data management systems
- Capacity to be self-motivated, work independently and as a collaborative team.

Qualifications:

- Post-secondary certificate or diploma in related field (e.g., office or business administration)
- 5 years of administrative and operational experience at a senior management level.
- Experience in the non-profit sector supporting a Board of Directors.
- Intermediate to advanced computer skills with MS Office, Excel, Google applications, SharePoint platforms etc.
- Experience with grant writing/ proposals
- Clear criminal record check, Children's Intervention check.

Why work at GRIT:

GRIT is known for its strong commitment to value-based practices, a healthy and positive work culture, and balancing career and family life. GRIT provides extensive opportunities to engage in ongoing professional development and reflective practice. Visit our web site www.gritprogram.ca.

Please submit resume to christinacameron@gritprogram.ca

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