



Siksika Family Services Corporation
Siksika Resource Centre
Executive Assistant to CEO & BOARD P/FT
Closing Date – November 30, 2022



OVERVIEW:

Reporting directly to the Chief Executive Officer (“CEO”) the Executive Assistant is a highly skilled administrative professional who works independently in providing comprehensive administrative supports to both CEO and Siksika Family Services Corporation’s (“SFSC”) Board (“the Board”). The incumbent will work in a fast-paced environment while successfully prioritizing responsibilities in a confidential manner.

DUTIES AND RESPONSIBILITIES:

Serves as the confidential assistant to SFSC’s CEO and the Board, composing correspondences, reports, presentations, research, and recommendations independently from drafts and/or oral instructions and preparing documentation for execution and/or review.

SUPPORT TO CEO

- Prepares meeting materials for meetings as assigned by the CEO. Serves as recorder for assigned meetings, taking and transcribing minutes; assuring appropriate and accurate information/actions are recorded and minutes are distributed in a timely manner.
- Obtains updates from meeting attendees for updates prior to follow-up meetings.
- Organizes and maintains electronic and hardcopy files. Organizes and prioritizes SFSC business correspondence. Manages and maintains records of minutes of all meetings.
- Maintains the CEO’s appointment scheduled by planning and scheduling meetings, appointments, conferences, teleconferences, and travel. Ensures all applicable meeting attendees are notified, informed and aware of meeting dates.
- Performs other related duties as assigned by the CEO.

SUPPORT TO THE BOARD

- Organizes and attends all Board meetings to keep a detailed record of the Board’s actions.
- Announces the next Board meeting, publishes, and distributes the agenda to the Board members. Ensures proper notification is given of meetings as specified in the bylaws.
- Manages all Board meeting logistics including, but not limited to, booking of meeting rooms, technology set-up, arranging travel and pre-ordering meals. Completes and submits expense and mileage claims ensuring accurate accounting of information.
- Performs other related duties as assigned by the Board.

EDUCATION AND EXPERIENCE:

- Post secondary education preferred in an Administrative Support Program.
- Grade 12 Diploma with 4 years experience in providing executive level Admin support.
- Previous Board Secretary experience preferred.
- Expert level computer skills; including Word, Excel, P/P, Outlook, and Office Teams
- Possess excellent written and verbal skills.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. on posting closing date. **Please quote Competition # 054-2022 on your cover letter.**

IMPORTANT: All applications **must** be complete and include the following:

1. Degree/Diploma/Certificates and/or other pertinent related documents.
2. Clear Criminal Record and Child Intervention Checks
3. Three (3) former Supervisor References
4. Copy of Driver’s Licence.

The Siksika Family Services (SFS) COVID 19 Vaccination Policy requires all employees to be fully vaccinated and provide SFS Human Resources with proof of vaccination. Siksika Family Services will provide reasonable accommodation, if the successful candidate cannot be vaccinated due to grounds protected by human rights legislation. *We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.*