



## Employment Opportunity

We are inviting applications for a  
**Executive Assistant Permanent Fulltime**

**Posting:** #2019-017  
**Posting date:** April 30<sup>th</sup>, 2019  
**Hours of work:** Permanent Fulltime  
**Submission Deadline:** Open until position is filled  
**Submit resume to:** [Hr@vwts.ca](mailto:Hr@vwts.ca)

### **Our Mission:**

*We are leaders in empowering women, children and families to live with dignity and respect, free from domestic and sexual violence.*

### **Our Vision:**

*We will have a strong team working in a well-resourced environment that supports the development and empowerment of women in our community. We will be a leader in ending abuse for everyone in the North Okanagan.*

The Archway Society for Domestic Peace provides a wide range of supportive services for survivors of domestic and sexual violence. We provide shelter, counselling, child and youth advocacy, outreach services, and collaborative community projects. We strive to retain a grassroots atmosphere of women helping women. Our work environment is casual and based on a commitment to participatory and collaborative team work.

### **Job Summary:**

Provides a variety of secretarial and clerical duties to the Society. Prepares correspondence, reports and other documents. Maintains a variety of confidential labour relations, financial and other records.

### **Qualifications:**

#### **Education and Knowledge, Training and Experience**

- Knowledge of executive office operation and general office duties.
- Experience with filing and secretarial procedures.
- Excellent typing and document/report preparation and layout.
- Comprehensive knowledge of computers and various word processing, spreadsheets, databases and other application software and web based applications.
- Completion of grade 12 and a recognized secretarial program and/or completion of an advanced professional/executive secretary program.
- Three years of general office and senior secretarial experience.

**Skills & Abilities:**

- Demonstrated planning and administrative skills to provide high quality secretarial support with minimal direction.
- Demonstrated ability to type 70 words per minute, word process and use a range of related application software programs.
- High attention to detail and exceptionally organized.
- Proactive approach to problem solving and strong decision making skills.
- Superior oral, interpersonal and written communication skills.
- Ability to apply tact and diplomacy in dealings with others.
- Ability to handle confidential information.
- Ability to function independently and frequently under pressure, in an often chaotic environment, while managing multiple projects and deadlines.
- Strong cultural competency and socially inclusive practice.
- Understanding of and commitment to work from a feminist perspective.

**Key Responsibilities and Duties:**

Under the direction of the Co-Executive Director of Administration, the Executive Administrative Assistant:

1. Performs a range of administrative and clerical duties often involving material of a confidential nature for management.
2. Arranges meetings, sets agendas, takes minutes, and is responsible for the correspondence of the Administration and Community Programs staff.
3. Collects, researches, organizes and summarizes data for a variety of reports.
4. Inputs, edits and retrieves data. Prepares reports, presentation materials, forms and templates etc. using a variety of software.
5. Develops and recommends new/revised office procedures and practices. Monitors and ensures approved organization policies, practices and procedures are followed. May participate in the planning and implementation of administrative systems in discussion with management.
6. Organizes conferences, seminars and other such events which include arranging participants, booking meeting rooms, arranging for supplies, etc. May assist with or participate in various public relations activities/events as required. Makes travel arrangements for senior management, as requested.
7. Performs a variety of duties to support the accounting and human resources functions of the society, including data input, bank deposits, filing, job postings, employment letters, etc.
8. Performs other related duties as assigned.

**Additional Information:**

- Executive office job requires the ability to apply tact and diplomacy to deal with sensitive and/or politically charged issues, and to provide secretarial support often under the pressure of short deadlines that may involve flexible extended working hours.
- All employees pass criminal records check and sign a confidentiality agreement to the organization.
- This position requires a valid Class 5 driver's license and an appropriately insured vehicle in good running order present at work.

**To Apply:**

Please submit resume with cover letter to [hr@vwts.ca](mailto:hr@vwts.ca) quoting **Competition # 2019-017** in the subject line. While we appreciate all applications, only candidates selected for an interview will be contacted.