Canadian Mental Health Association
Edmonton
Mental health for all

JOB POSTING

Executive Assistant
Permanent Fulltime Position
Salary Range: $44,409 - $55,654 annually with extended health benefits
36.25 hours per week
8:15 – 4:30 pm, Monday - Friday

Canadian Mental Health Association – Edmonton Region is a 'go to' non-profit organization that envisions mentally healthy people in caring communities. We increase awareness and understanding of mental health, mental illness, recovery and suicide prevention through education. We support resilience and recovery of people in distress and those affected by mental illness or suicide by providing crisis intervention; suicide grief and family support; safe, long-term and affordable housing; peer support; advocacy and wayfinding; and meaningful volunteer opportunities.

The Executive Assistant provides executive level administrative support to the Executive Director and the Board of Directors. The Executive Assistant manages the office; supervises administrative staff; provides support for regular and special agency meetings; plans and coordinates the Annual General Meeting; maintains critical business records and prepares documents on request. The Executive Assistant is also responsible for information technology inventory. Leadership skills, a desire for excellence; strategic thinking; a high level of professionalism, discretion, administrative and project management skills are required for success.

Responsibilities:

- Provides executive level administrative support to the Board of Directors and the Executive Director
- Schedules and prepares for meetings, makes travel arrangements and completes registrations
- Office management (develops and maintains efficient administrative processes, manages incoming and outgoing mail; ensures office equipment works well, trains and supervises administrative staff)
- Records management (general correspondence, meeting materials, minutes, motion logs, reports, etc.)
- Oversees staff recognition plan
- Conducts annual membership drive and maintains membership list
- Maintains inventory of all information technology
- Lead administrator for Shoretel telephone system
- Ensures office and technology readiness for the onboarding of new staff
- Models exemplary customer service
- Deliver high quality work products and meets deadlines

Qualifications:

- Post-secondary education/ training in administration and a proven track record providing senior level administrative support to executives.
- Office management and staff supervision experience
- Minimum of five years directly related experience, preferably with a non-profit organization
- Experience coordinating meetings and making travel arrangements
- Excellent written and oral communication skills

- Ability to work in a multi-program, multi-task environment
- Excellent interpersonal skills including an ability to deal with complex situations
- Demonstrated initiative and ability to respond to situations with maturity and composure
- Excellent knowledge of applicable MS software applications and invisio
- Experience with, and knowledge of, records management systems and data bases
- Personal values strongly parallel and support organizational values
- Well defined belief in the primary and fundamental value of people and social justice
- Sophisticated conceptualization of the management of privileged information
- Highly confidential

Forward your resume and cover letter to hr@cmha-edmonton.ab.ca. **Application deadline August 2, 2017 or until a suitable candidate is found.** Only those candidates selected for an interview will be contacted. Thank you for your interest in Canadian Mental Health Association-Edmonton Region and our programs.