



**BATTERED WOMEN'S  
SUPPORT SERVICES**



**Safety Changes Everything**

## **Executive Assistant (Temporary Maternity Leave)**

We're on a mission to end gender based violence. For over 40 years we've walked alongside women, supporting them on their healing journey, amplifying voices and resilience, and we're just getting started.

We are committed to doing the work, promoting the mission, vision, and values of BWSS and putting the women we serve at the centre of our work. A mission like ours needs a perspective like yours, that's what makes us stronger.

### **Position Summary**

The Executive Assistant (EA) is responsible for assisting with all administrative tasks for the Executive Director (ED) and Board of Directors as assigned. Reporting directly to the Executive Director, the EA will demonstrate keen attention to details to ensure all administrative tasks are completed for the ED such as, logistical, staffing, project management and event support, meeting minutes, booking meetings, preparation of meetings etc.

### **Responsibilities**

#### *Executive and Administrative Support*

- Schedule and organize meetings and functions, assist in preparing agendas;
- Take minutes of Leadership Team meetings, Board of Directors meetings and other meetings as assigned;
- Produce a variety of materials including presentations, reports, minutes of meetings, invitations, and correspondence;
- Draft and proofread a range of internal and external correspondence on behalf of the Executive Director;
- Assist ED with preparation for events, meetings, media, funder and other stakeholder engagements;
- Maintain accurate files electronically to ensure responsible administrative records;
- Receive, review and prioritize incoming mail and email, referring materials to ED for action as appropriate and following up on outstanding items;
- Work as part of the Resource Development team, helping to schedule meetings, take meeting minutes, and execute initiatives.
- Work as part of the Communications team, helping to schedule meetings, take meeting minutes and supporting the execution of campaigns
- Support Executive Director and Manager of Finance and Administration with Human Resources tasks
- Provide direct administrative support as required.

### *Board of Directors Support*

- Support the Board of Directors and its committees as assigned (policy review, working groups, professional development, board orientation, etc.)
- Ensure timely distribution of all meeting materials for Board, committee, working groups, and advisory body meetings.
- Monitor deadlines and review dates to ensure schedules of activities are followed

### **Qualifications**

- Two (2) years minimum of Executive Assistant experience
- Excellent written skills to assist with editing and proofreading of memos, reports, etc
- Able to work independently and in a team setting
- Proficiency in all aspects of Office 365 including Microsoft Outlook, Excel, Word, and conferencing platform of zoom
- Highly organized, multi-tasker, excellent time management skills and consistently meet deadlines
- Demonstrated experience with all types of social media (e.g. Facebook, Twitter, Instagram, etc.);
- Graphic design skills are an asset;
- Experience with Zoom, Word Press, Mail Chimp and Eventbrite platforms is an asset
- Experience working in a high-volume, fast-paced environment;
- Effective attention to detail, problem-solving, analytical and organizational skills are required
- Takes pride and thrives on supporting others in keeping organized in a fast-paced environment with competing priorities and time constraints
- Understanding of Decolonial, anti-oppression, feminist analysis of gender based violence

### **Classification**

- Temporary one-year maternity leave position at 32 hours per week (Additional evenings and weekends may be required)
- Hourly rate of \$25 to \$30 based on experience with excellent benefits after successful completion of probationary period.
- Excluded position
- Reports to the Executive Director
- As a bona fide job requirement this position will be held by a woman or femme

### **Application Process:**

If you seek the opportunity to commit to an organization engaged in making a real difference in the lives of children and women in our community, please send your resume by **5pm on July 23, 2021**. Respond via email to: Battered Women's Support Services [endingviolence@bwss.org](mailto:endingviolence@bwss.org). No phone calls please.