

Job Family: Community & Internal Support

Position: **Executive Assistant**



Salary range: \$4,875 to \$5,200 per month

Hours of work: 37.5 hours a week

Term: 12 months with the possibility of extension.

The primary purpose of this position is to provide support to directors' administration and clerical activities to ensure smooth day-to-day running of directors' offices and overall efficiency in the organization.

All employment related costs for mileage, meals, incidents, and accommodation associated to the project will be paid for by SASS. You will receive 1.25 days vacation and sick pay per month. Employee benefits included. Employer contribution to CPP, EI, and WCB is paid and a T4 will be issued yearly.

Start Date: As soon as possible.

Work Location: Regina, In-person

Duties and Responsibilities:

Administrative and Office Management Support

- Manage and maintain directors' schedules, appointments, and travel arrangements, taking into account long term planning and anticipation of key events, along with strategic blocking of time for critical planning activities.
- Manage directors' calendars and prioritize meetings based on importance and urgency.
- Schedule, prepare, and maintain all appointments, meetings/meeting rooms and conference calls and ensure all materials relevant to these appointments are available.
- Prepare agendas, take minutes during meetings, and follow up on action items.
- Anticipate the needs of executives and proactively address issues that arise.

- Maintain office supplies inventory, anticipate office needs, and facilitate purchasing of office supplies/equipment as directed.

Communication Liaison:

- Ensure that the directors' contact list is always current and prepare correspondence in a professional articulate manner on behalf of the directors.
- Screen and direct phone calls and distribute correspondence.
- Draft, proofread, and edit correspondence, presentations, and reports.
- Handle sensitive information in a confidential manner.
- Maintain discretion and confidentiality in all interactions and communications.

Qualifications:

- Office Administration Certificate and a minimum 2 years of relevant work experience. A bachelor's degree is preferred, but not required.
- Experience working with diverse communities and a commitment to equity, diversity, inclusion, and decolonizing principles.
- Ability to work independently and collaboratively in a fast-paced environment.

Skills and Abilities:

- Strong organizational skills, including planning, schedule management, and monitoring of key activities.
- Manages own time effectively and ensures immediate reports to manager is kept informed of activities and progress of work
- Strong interpersonal skills and to work effectively with a wide range of stakeholders.
- Critical thinking and problem-solving skills.
- Flexibility and adaptability to changing needs and priorities of the office.
- Willing to travel across the province for stakeholder meetings as needed.
- Strong computer skills and experience working with Microsoft Office Suite and videoconferencing platforms are required.
- Must be open to learning and development and be willing to accept new challenges and assignments.

How to apply:

Please send a resume, cover letter, and list of 3 professional references to Kerrie Isaac at kerrie@sassk.ca by **July 10, 2024**.

About SASS

[Sexual Assault Services of Saskatchewan](#) (SASS) is a provincial non-profit organization that works collaboratively with front-line agencies, community partners, and governments to provide support and advocacy for those affected by sexual violence in the province.

SASS expertise lies within our specialized understanding of the multifaceted forms of sexualized violence, and how they relate with other forms of interpersonal violence and abuse.

We support member agencies and communities in working towards changing the conditions, root causes, and institutional barriers that enable and perpetuate sexualized violence. We are committed to action against sexual violence through initiatives, strategic partnerships, and evidence-informed advocacy that advances systemic change from the front lines to the legislative.