



## Executive Assistant

### Permanent | Fulltime | Week Days & some evenings

Reporting directly to the Chief Executive Officer, the Executive Administrative Assistant provides confidential administrative support to the Executive team and the Donwood Board of Directors. In accordance with the mission, vision and values of Donwood Manor Personal Care Home, this position functions within a multi-site organization that is committed to caring for seniors across the continuum of housing and health services.

#### QUALIFICATIONS

- ❖ Post-secondary degree or diploma in Business Administration or related field;
- ❖ Previous experience in a senior support capacity in an Executive role;
- ❖ Excellent interpersonal, oral, written and presentation skills;
- ❖ Proficient use of computers including Microsoft Office suite;
- ❖ Graphic design skills and website posting an asset;
- ❖ Accuracy, organizational skills and ability to work with minimal supervision;
- ❖ Knowledge and familiarity with the German Mennonite culture and community an asset;
- ❖ Familiarity of long-term care and housing an asset;
- ❖ Proficiency in a second language is considered an asset.

#### SCOPE OF RESPONSIBILITY

- ❖ Research and draft letters, reports, and formal correspondence including confidential materials;
- ❖ Provide administrative support for Directors including minutes, arranging meetings, coordinating schedules and other projects as approved by the CEO;
- ❖ Assumes leads on special projects and tasks as directed by the CEO;
- ❖ Provide office reception coverage as required;
- ❖ Ensure all communications and informational/promotional materials are up to date;
- ❖ Provide support for policy reviews and updating;
- ❖ Provide administrative support for the real estate transactions at Donwood housing sites.
- ❖ Organize annual meeting schedule and schedule all meetings with Board Directors
- ❖ Draft meeting agendas, compile and prepare meeting packages for Board meetings, Board committee meetings and other meetings as may be required;
- ❖ Attend Board and Committee meetings, record and draft minutes for review by CEO;

As a condition of employment, a current Criminal Record Certificate and an Adult Abuse Registry is required within three weeks of hire date. Applications should be submitted at reception to the attention of Human Resources or emailed to [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Submit resume to:** Human Resources at [Career@donwoodmanor.org](mailto:Career@donwoodmanor.org)

**Closing date: open until filled**

May 20, 2022