

# Employment Opportunity

## INTERNAL AND EXTERNAL POSTING



Position	Program	Details
Executive Assistant	Corporate Services	40 hours weekly
Number of Positions	Duration	Classification
1	Full Time, Regular	C2 – Senior Administration

Banyan is a not-for-profit organization that has provided quality services to the youth justice, children, and senior's community support sectors since 1978. Banyan is committed to improving the mental, physical, and social well-being of at risk populations in our service areas of Hamilton, Niagara, Brant, Haldimand, Norfolk, and Wellington.

Reporting directly to the CEO, the Executive Assistant provides executive support in a one-on-one working relationship. The Executive Assistant serves as the primary point of contact for internal and external constituencies on all matters pertaining to the Office of the CEO. The Executive Assistant also serves as a liaison to the board of directors and senior management teams; organizes and coordinates executive outreach and external relations efforts; and oversees special projects. The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven and community oriented. The Executive Assistant must exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant works independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

### POSITION RESPONSIBILITIES

- Perform office and administrative duties to support the Office of the Chief Executive Officer; maintain confidentiality of privileged and sensitive information;
- Perform office and administrative duties to support the Board of Directors as directed by the Board Secretary which is the CEO;
- Perform office and administrative duties to support the Senior Management Team;
- Compose correspondence independently on a variety of matters including those of a confidential nature; compile and type various letters, reports, statistical data, memos, lists and other materials; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable policies, practices, regulations, and procedural requirements;
- Develop and implement media relations campaigns on key issues related to the organization contributing to the establishment of Banyan as a leader in the sector.
- Manage and organize special events such as the Annual General Meeting, employer events, etc.
- Using Banyan's brand guidelines develop and design of marketing materials such as: brochures, flyers, newsletters, press releases, letters, etc. in collaboration with the Management Team

across the organization.

- Create and maintain content for Banyan's external website and intranet including providing input for policy and procedure updates as it relates to the organization's social media platform.
- Contribute and provide input as it relates to the organization's communication strategies. Conduct focus groups and surveys in collaboration with management, determining ways to provide better customer service to our clients, employees and funders.
- Serve as a liaison with the community, board of directors, service partners, management employees and staff members;
- Receive and screen visitors and telephone calls; respond to requests, concerns and questions from callers and visitors; assist in resolving concerns of community, service partners, staff, management team, board of directors;
- Schedule, co-ordinate, plan and executive appointments, meetings, events, etc.;
- Plan and maintain the Chief Executive Officer's calendar; prepare and update information to ensure calendar and meeting folder accuracy;
- Organize, plan and communicate Board, Senior Team and/or Staff retreats, meetings, conferences at the direction of the CEO;
- Attend a variety of meetings and compile related material, notices, reports, and agendas; record and transcribe minutes; distribute minutes and reports to board of directors, management team, staff, service partners, community as appropriate;
- Operate a variety of office equipment;
- Develop and implement office procedures to assure complete and timely operations; establish and maintain confidential files as in relates to the Office of the CEO;
- Identify areas within the administrative structure that require additional resources, on a temporary or long-term basis; develop proposal for presentation to management team;
- Review outgoing correspondence for signature by the Chief Executive Officer prepared by other staff, management employees, and outside agencies, for format, grammatical constructions, and accuracy;
- Receive, sort, route and respond to mail as directed; identify and refers matters of priority;
- Train and provide work direction to assigned administrative support staff; monitor office work flow and assure compliance with established time lines, procedures, and standards of quality;
- Participate in planning, organization, and implementation of special projects and events, preparing reports, invitations, resource material, and presentation material as requested;
- Participate as requested in new program development to provide administrative support; input on administrative procedural and practice design; identify administrative human resources and equipment required;
- Train and orient staff on the organizational/program structure relative to the administrative and management of BCS and the programs;
- Co-ordinate activities of BCS programs and services as they relate to the Chief Executive Officer's office;
- Provide administrative support to all BCS programs and services related to the corporate needs as defined by various government offices, i.e., corporate filing of annual information returns, licensing applications, charitable donations;

#### **QUALIFICATIONS**

- Undergraduate degree in Business Administration or a combination of education and work related experience;
- Over 5 years' experience supporting executive level positions;
- Working with a Not for Profit organization with a Board of Directors (strongly preferred);
- Strong proficiency in the MS Office Suite products.

*Banyan is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted.*

*Banyan is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff.*

*We are committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.*

**PLEASE FORWARD YOUR RESUME AND COVER LETTER BY NO LATER THAN FEBRUARY 10, 2019 TO:**

Human Resources  
Banyan Community Services  
688 Queensdale Avenue East, Suite 2B  
Hamilton, ON L8V 1M1

[recruit@banyancs.org](mailto:recruit@banyancs.org)

(905) 549-9011 (fax)