**Executive Assistant**

**Department:** Finance & Administration

**Why You Should Apply to Work at MOSAIC:**
At MOSAIC, we take pride in providing a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the 2019 List of Best Workplaces™ in Canada (100-999 employees), the 2020 list of Best Workplaces Managed by Women and 2021 List of Best Workplaces™ in Canada (100-999 employees) by the Great Place to Work® Institute. We are one of Canada’s largest settlement organizations with 45 years of experience engaging 350+ staff and more than 400 volunteers. Our employees benefit from incorporating many diverse perspectives and taking part in a variety of training opportunities. Come join a vibrant organization that makes a difference in people’s lives!

**The Position:**
MOSAIC’s Director of Finance & Administration is seeking a resourceful and proactive individual with excellent judgment, communication and administrative support skills, and ability to multi-task. The Executive Assistant provides support to the Director through research, writing, analysis, and administrative/clerical assistance. Support is also provided to MOSAIC's joint occupational health and safety committee and the Board Finance Committee.

**Areas of Responsibility Include:**
- Design and production of department forms, manuals, and other materials
- Provision of administrative and other support to the joint workplace health and safety committee, the Board Finance Committee, and other committees as assigned
- Drafting and/or revision of organizational policies and procedures on a variety of topics, formatting, summarizing, distributing, and filing appropriately on a timely basis
- Coordination of onboarding documentation and provision of orientation for department staff/volunteers, as assigned
- Opportunities to coordinate organizational training, including invitations, responses, and record-keeping
- As needed, supervision of volunteers and appropriate use of their services
- Assistance with coordination, preparation, and distribution of presentations, reports, grant applications, proposals, and budgets
- Research, documentation, coordination, and administrative support for meetings, events, correspondence, and materials
- Administrative/clerical assistance to the Director and others as assigned

**Qualifications:**
- Knowledge of office management principles, methods, and procedures; sorting/filing
techniques, records retention policies and schedules; customer service

- Completion of secondary school and completion of a one-or two-year college or other program for administrative assistants, and/or comparable experience in administrative, clerical, and/or executive support
- Proficiency in Microsoft Office suite, including excellent Word, Excel, and PowerPoint skills; keyboarding speed of 30-45 wpm and use of publishing software are assets
- Excellent oral and written communication skills (other languages an asset); mathematical skills; attention to detail
- Experience drafting policies and procedures and/or working with a joint workplace health and safety committee an asset
- Organized; able to set priorities, multi-task, work under pressure, and meet deadlines; able to proactively identify work to be done and take initiative
- Sound judgment with good troubleshooting skills
- Ability to work independently and with a team
- Tactful, discrete, diplomatic, patient, flexible, culturally sensitive
- Prior work with immigrant populations and/or diverse cultural backgrounds an asset
- Sitting, standing, bending, and ability to lift 10 kg

**HOURS:**
35 hrs per week starting as soon as possible; may be required to work evenings and/or weekends on occasion, as needed, with time off to be taken in lieu

**STARTING SALARY:**
Commensurate with experience

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week

**RESUMES TO:**
Please submit a cover letter and resume in PDF/Word format via email to F&A Hiring Team at ops@mosaicbc.org

Please use: “Your Name – Executive Assistant” in the subject line
No telephone calls please

**DEADLINE:**
January 14, 2022 at 5 p.m. or until position is filled

**NOTES:** Only those selected for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of this position.

**Posting Date:**
December 31, 2021

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*