Archway Community Services has been helping people since 1969. We provide more than 90 programs and services to clients at every stage of life. Our vision for the future is justice, opportunities and equitable access for all. We strive toward that goal by fostering community well-being and social justice through positive action and leadership. Come help us help people.

We offer a competitive benefit package that includes extended health and dental. Archway was recently recognized as a top 5 finalist in the 2021 Charity Village Best Non-profit Employer – Workplace Mental Health (20+ staff).

**JOB SUMMARY**

The Administrative Assistant – Director Support provides administrative support to the Director of Finance. This position is responsible for completing special projects and providing a wide range of administrative support including but not limited to preparing and distributing documents, managing and maintaining schedules, drafting letters, reports and agendas, minute taking, and sending communications. The Administrative Assistant requires strong communication, organizational, and switch tasking skills.

**RESPONSIBILITIES**

- Manages and performs administrative tasks for the Director such as preparing communications, email and other correspondence, creating and editing documents, scheduling, coordinating meetings, invitations, agendas and taking minutes, and preparing program reports.
- Manages calendars and develops and administers the schedules, prepares for and ensures that all appointments, meetings, engagements, and deadlines are clear and met.
- Manages and prepares correspondence ensuring follow up or forwarding to the appropriate team member.
- Receives, reviews, and prioritizes a variety of confidential and sensitive information, such as contracts, funding opportunities, and letters, forwarding these items to appropriate people for follow up.
- Provides reminders, and follows up for meetings and appointments, ensuring appropriate lead time is given before meetings or project deadlines.
- Prepares and edits presentations and other documents using Office 365.
- Records minutes and disseminates information in an accurate and timely manner.
- Coordinates the Director’s calendar, schedule, appointments, and travel arrangements.
- Collects, researches, organizes and summarizes data from a variety of sources into reports.
- Assists with scanning and archiving property related documents.
- Communicates with the Director on a regular basis to debrief ongoing and upcoming tasks and tracks changes.
- Acts with diplomacy and discretion in handling confidential and sensitive information.
• Arranges all aspects of department and committee meetings, including coordinating and arranging supplies, food, and venue for meetings and events, and setting up meeting space.
• Ensures all necessary equipment, rooms, and supplies, etc. are available for meetings and in working order prior to the meeting.
• Purchases and/or picks up supplies, food, coffee, or other activities outside the office as required.
• Conducts research and compiles data/information related to the department’s work.
• Assists with special projects, and day-to-day tasks.
• Participates in and helps to maintain a supportive, positive work culture.
• Participates in performance management including coaching, feedback, and performance evaluations.
• Represents the agency in the community in a professional and knowledgeable manner.
• Other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education and Certification:

• Satisfactory Criminal Records Check.
• Post-Secondary Certificate in Business Administration or related field

Experience:

• At least 3 years’ experience in an administrative role.
• At least 1 year experience supporting a person in a leadership position.

Knowledge and Skill Set

• Strong written, verbal, and active listening skills; able to communicate respectfully and effectively with people from a variety of backgrounds.
• Well-developed knowledge of office procedures and practices.
• Strong business writing skills.
• Able to anticipate department and program needs and takes initiative to act on needs.
• Strong computer competency, able to use Microsoft Office365, specifically PowerPoint, Word, Outlook, and Excel and various virtual meeting platforms including Microsoft Teams.
• Able to type 60 WPM with a high degree of accuracy.
• Coachable, open to new learning and new ideas.
• Strong service orientation.
• Strong planning, organization, and time management skills, able to prioritize and complete tasks to meet deadlines.
• Able to work independently and as a member of a team.
• Able to exercise discretion and maintain confidentiality in the course of work.
• Strong research, analytical and critical thinking skills.

WORKING CONDITIONS

• Interruptions are common, a well-developed ability to switch task in a busy environment is important.
• This position generally operates on-site but may include virtual work as well, requiring the completion of Work from Home documents.
• This position may work in a shared office space as long as Covid-19 restrictions are observed.
Closing date is March 6, 2022

TO APPLY

Interested applicants are to reference Posting #2022-100-02 in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca
Subject: Job Posting #2022-100-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway’s goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

We invest in the mental health and wellbeing of our employees.