

# EMPLOYMENT OPPORTUNITY!



The Medicine Hat Community Housing Society is looking for an energetic, positive and highly motivated

## ROCKSTAR!

The Executive Assistant (EA) reports directly to the Chief Administrative Officer (CAO). The work requires a strong understanding of business processes, commitment to a collaborative work environment, and must have a great sense of humour (non-negotiable)!

**This is a Maternity Relief (anticipate 15 month term) position.**

*(There may be other potential opportunities within the organization for a permanent position in the future)*

This position requires the ability to exercise considerable judgement and independent thought concerning the management of information. The ideal candidate will perform exceptionally within a fast paced, deadline driven environment where there is a high need for accuracy. Continuous change, shifting priorities, and frequent interruptions are part of a normal work day.

Success in this position includes effective management of senior administrative responsibilities and processes, as well as the creation of various reports. It includes knowledge of non-profit and Board Governance practices.

### Rock Star responsibilities include but not limited to:

- Direct support to the CAO
- Future planning - arrange and coordinate meetings and events, equipment set up for meetings
- Record minutes for internal and external meetings, including Board and committee meetings
- Draft business correspondence, presentations and briefing notes.
- Manage conference and travel arrangements
- Maintain internal systems to support organizational needs, compliance requirements and reporting
- Small project management, assist with surveys, data gathering/ tracking/analysis related to Business Plan
- Research and draft policies, procedures and other relevant documents as required
- Assist with coordination of IT management

### Qualifications:

- 2-4 years related post-secondary education
- Previous related work experience preferably in an administrative support for senior-level executives
- Epic professional communication skills, both written and verbal, highly organized, strong analytical skills
- Superior proficiency in Microsoft Office suite, especially Excel & Word, ability to type 50+ WPM
- Ability to demonstrate diplomacy and professionalism; to exercise discretion in dealing with highly sensitive and confidential materials; and to take initiative in advancing strategic priorities.

**Position:** Executive Assistant  
This term position is full-time (37.5 hours per week),  
Hours: 8:00am – 4:30pm, with flexibility to work overtime as needed.

**Closing Date:** January 31, 2019  
**Anticipated Start Date:** March 1, 2019

If you have the qualifications to be successful in this position we invite you to submit your resume and cover letter before 12:00 noon on the closing date. In your cover letter, you must tell us why you are THE rock star we are seeking.

Please tour [www.MHCHS.ca](http://www.MHCHS.ca) for more details regarding the organization.

**Apply to:**  
#104, 516-3rd Street SE  
Medicine Hat, AB T1A 0H3  
E-mail: [bezanson@mhchs.ca](mailto:bezanson@mhchs.ca)