

SFU Community Trust

UniverCity on Burnaby Mountain

Part-time Executive Assistant to the President and CEO (Maternity Leave Contract)

Fabulous Opportunity with a Legacy-building and Progressive Organization

SFU Community Trust is an innovative organization with a mandate to create a complete community – UniverCity – on Burnaby Mountain and to build an endowment fund to support teaching and research at Simon Fraser University. With a management and staff team comprised of seven persons, SFU Community Trust is governed by an independent Board of Directors that includes members with expertise in real estate development, finance, law, and other related disciplines.

The part-time Executive Assistant is a key member of the team of this nimble and strategic organization located in UniverCity on Burnaby Mountain. This exciting role provides extensive and proactive administrative and secretarial support to the President and CEO, management team and Board of Directors. The Executive Assistant reports to the President and CEO, provides office management & support to members of the Trust team, and liaises with a wide range of external stakeholders.

The ideal candidate is an accomplished team player with superb interpersonal and organization skills, a passion for administrative excellence and a drive for results. Ideally a university or college graduate, the preferred candidate has had at least two years of experience in progressively more challenging administrative roles and the proven ability to provide outstanding support to executives, management teams and Boards of Directors. The candidate must have proven expertise in business writing, minute taking, presentation preparation, document management, word-processing, filing, office systems, event and travel coordination and calendar management. A self-starter with a flair for multi-tasking with grace, flexibility and an upbeat manner, the ideal candidate is calm, highly organized and computer literate (our office operates on a Mac-based platform) and able to work with minimal supervision, to meet deadlines and to thrive in a context of rapidly changing priorities and high volumes of work. With superb judgment, the ability to anticipate issues and an eye for details, the candidate must have earned a reputation for outstanding performance in senior administrative roles. The candidate we are seeking respects confidentiality and possesses the emotional maturity to work effectively with a broad array of internal and external stakeholders.

SFU Community Trust offers a dynamic work environment and competitive compensation. All qualified candidates are encouraged to reply, in confidence to **Info@UniverCity.ca**. Please respond with a cover letter and resume, in Word and/or PDF format as one integrated file. We thank and acknowledge all applicants and will contact those selected for interviews.

SFU Community Trust

Job Description – Part-time Executive Assistant to the President and CEO

Position Title: Executive Assistant

Position Reports To: President and CEO

Position Summary:

The Executive Assistant has a mandate to provide proactive administrative, project, operational and secretarial support to ensure the smooth and efficient operation of SFU Community Trust. The Executive Assistant reports to the President and CEO, provides support for other members of the Trust team, and works closely with the management team and Board of Directors. The Executive Assistant also liaises on a regular basis with a wide range of external stakeholders. The position is a part-time (2-3 days a week, up to 24 hours a week), maternity leave contract (for 9 months ending on November 2018).

Duties and Responsibilities:

- Maintain a demanding, and changeable, appointment and meeting schedule for the President and CEO, including: maintenance of electronic calendar, scheduling meetings, organizing appropriate materials for meetings, including the weekly office meeting. Confirm all meetings with participants in advance of meetings. Compile reports after meetings and proactively follow up with meeting participants, as appropriate.
- Book all travel arrangements for President and CEO.
- Develop and maintain effective and current office systems for filing, bring-forward items issues tracking and scheduling. Communicate and coordinate issues from various program areas, provide information, briefing materials and related documentation to the President and CEO to assist decision-making.
- Prepare, edit, proof and/or coordinate a variety of confidential correspondence, memos, briefing notes, detailed reports, briefing binders, presentation slides and ensures security for confidential and restricted documents.
- Provide secretarial and meeting support for the management team, Board Committees and the Board of Directors, as required, including: compiling minutes taken by management team, taking minutes, as appropriate, and identifying items to carry forward to future meetings and following up on matters on which various members of the Board of Directors, Board Committees and management team are working.
- Maintain and update Board Manual and related governance documents, prepare and/or coordinate briefing notes on issues going to the Board, summarize, document and distribute recording of all decisions made by the Board, provide annotated interpretation of decisions for use by Trust staff, develop and maintain tracking system for all minutes/decisions for reference by staff and external agencies.

Qualification and Abilities:

- Positive, calm, flexible and proactive style with the ability to anticipate issues.
- Drive for results, respect for deadlines and commitment to teamwork.
- Self-starter able to work with limited supervision, to work under pressure and to set priorities.
- Strong capacity to establish and maintain effective working relationships with a wide variety of individuals and groups, internal and external to the organization.
- Superb judgment and discretion.
- Strong knowledge of office systems and technologies.
- Capacity to manage stress and to multi-task with diplomacy and accuracy.
- Strong time, organization, supervisory and project management skills.
- Excellent writing, proofreading, and editing skills.
- Strong keyboarding and computer skills.
- Completion of a post-secondary diploma or degree in administrative management, legal assistance, public policy or commerce, or the equivalent combination of education
- A minimum of two years of experience in progressively more responsible administrative positions in complex organizations, with proven capacity to:
 - o Support executives and work with Boards of Directors, including taking minutes and managing documents.
 - o Manage busy and changing schedules involving travel and multi-stakeholder consultation;
 - o Handle confidential and sensitive issues with tact, diplomacy, and good judgment on the telephone, in correspondence, and in person.
 - o Effectively manage rapidly changing priorities and high volumes of work with a positive attitude; and
 - o Develop, implement and revise office administrative standards, process and procedures.