We are a human rights and social services charitable not-for-profit agency for women and girls affected by the justice system. EFry is committed to the belief that people are willing and able to take responsibility for their own lives if provided with the resources, opportunities and skills to do so. We value working together with others who are committed to equality, fairness, and opportunity for those we serve. Our services emphasis respect and dignity of those we serve through person centred care delivered by staff with a demonstrated ability to work together as a team, have strong communication skills, are flexible to changing needs and group dynamics.

If you like to be challenged, to work with someone who does a dozen things on things on the fly, and who needs someone to help her be where she is supposed to be, when she is supposed to be there; and with the information and material she is supposed to have when she gets there, if you can do all that with a smile and a shake of your head, then you will want to apply for this position as the Executive Assistant to the Executive Director of the Elizabeth Fry Society.

You will also have the satisfaction of knowing that what you do helps to make a profound difference in the lives of at risk women, children and youth who are helped and supported to improve their lives by the work of the society.

Description

Primary Purpose: Reporting to Executive Director

Nature of Work: Located in New Westminster

Typical Duties/Accountabilities:

- Provide confidential administrative and secretarial support to the Director;
- Schedule and maintain the director’s calendar, prioritize requests for the Director’s time and meetings, including preparing background information and materials;
- Coordinate and support the Director’s interactions with Board of Directors of the Society, including attending meeting, taking, preparing and distributing minutes and background information, and conducting research;
- Research and prepare reports and documents to support the work of the director and the Society;
- Collaborate and communicate in compelling and respectful way to work with the Society’s Management Team, its clients, employees, volunteers, Board and all stakeholders to ensure that the mission and aims of the Society can be met.
Qualifications

Education and Experience:

- A university degree or relevant combination of work and education with a minimum of five years recent and direct senior administrative experience;
- Experience in scheduling, preparing agendas, written reports and minutes and researching and drafting complex documents and materials;
- Proficiency in standard computer applications, including word processing, spreadsheet preparation, database management, power point presentations, and internet searches.

Skills and Abilities:

- Judgement and tact necessary to establish effective, collaborative relationships with senior management, employees, clients, external agencies and the board;
- Ability to meet deadlines, prioritize work while handling a myriad of interruptions and disruptions;
- Discretion and judgement necessary to maintain a high degree of confidentiality;
- Ability to coordinate meeting and manage changing schedules and priorities;
- Expertise required to conduct complicated research, analyze materials, solve problems, and work independently to meet deadlines, and make well-reasoned decisions;
- Ability to perform routine and complex work with a high degree of accuracy;
- Ability to maintain your composure and sense of humor throughout it all.

EFry actively promotes a program of employment equity and equal opportunity to ensure equal access to employment opportunity for all persons.

Interested candidates must submit a resume and cover letter to:
ATTN: Human Resources
Email: humanresouces@elizabethfry.com

Please note only short listed candidates will be contacted for interview. No phone calls please.