

About Kindred:

At Kindred, we're convinced the key to living well is healthy relationships with self, family, and others. But relationships are complicated and sometimes we find ourselves in vulnerable places, disconnected from those who matter most.

Kindred's purpose is to realize the power of human connection, and it shapes everything we do. Whether nuclear or chosen, family is the most important relationship in a person's life. So, we invest in the special bond between children and those that care for them. We provide road maps toward healing when essential relationships are ruptured. And we understand that accessing timely mental health support can inspire confidence with self and others. Healthy human connection is possible, and together we can realize it.

The Position:

Job Title: Executive Assistant

Job Type: Permanent, Full-time

Position Overview:

Reporting to the Co-Chief Executive Officers, the Executive Assistant provides a high level of administrative support to the CEOs on matters related to agency operations and board governance for both the Kindred and the Unlocking Potential Foundation (UP) boards.

Key Accountabilities (job functions include but are not limited to):**Support to the CEOs**

- Provide a full spectrum of administrative and office management support to the CEOs, including managing telephone and email inquiries;
- Schedule and attend regular meetings with CEOs to align priorities, tasks and deliverables;
- Actively maintain CEOs' calendars – prioritizing, scheduling and coordinating meetings with various internal and external stakeholders;
- Coordinate logistics of Executive and Leadership team meetings and special events;
- Ensure CEOs' preparedness for meetings and other obligations – e.g., preparation of technology, briefing notes or other materials; management of time within and between meetings;
- Support CEOs' in the discernment and prioritization of critical, urgent and important tasks and requests in the context of the overarching needs of the agency and follow-up, as necessary, with CEOs;
- Draft documents and correspondence on behalf of the CEOs;
- Prepare briefs of key reading materials for CEOs;
- Coordinate and prepare documents and materials required for CEOs' signatures – e.g., cheques, contracts;
- Collate, review and reconcile CEOs' receipts and expenses.

Board Administration

- Attend all Board Executive, Board Committee and full Board meetings, including the Annual General Meetings of both the Kindred and UP Boards;
- Organize all aspects of Board Executive, Board Committee, and full Board meetings for both the Kindred and UP boards, including: meeting coordination and calendar management; material preparation (agendas, reports, presentations, reference materials, financial documentation, correspondence); arranging meeting facilities (location, room setup, A/V setup, food coordination); recording and distributing minutes and action items;
- Manage and maintain Board documentation – e.g., online portal, policy registry, objects, by-laws, orientation package, evaluation;
- Maintain up-to-date and accurate Director files.



Agency Operations

- Create and maintain documentation to support with the tracking and monitoring of funding contracts, partnership agreements and facility agreements;
- Coordinate logistics and prepare agendas for all-staff meetings;
- Make recommendations for improvements on internal processes.

Qualifications:

- Business Administration Diploma or equivalent;
- 5+ years in a senior administrative role required;
- Experience in the non-profit sector is an asset;
- High degree of professionalism, business judgment, tact and diplomacy;
- High degree of discretion in managing highly confidential information;
- Ability to work collaboratively with various stakeholders in a team-oriented environment with a positive, can-do attitude;
- Strong organizational, calendarizing and document management skills, with keen attention to detail;
- Proficiency in prioritizing and managing multiple tasks and meeting deadlines;
- Intermediate to advanced skills in Microsoft Office, video conferencing platforms, and other various software applications;
- Excellent written communication skills, including writing, editing and proofreading;
- Demonstrates initiative and problem-solving abilities;
- Adept in developing and maintain strong relationships with various stakeholders, including Board, leadership, staff, donors, funders and community partners;
- Expectation of flexibility with hours; some evening work required.

Qualities and Characteristics

- Embodies Kindred’s purpose (to realize the power of human connection) as demonstrated by prioritizing, embracing, and thriving in the work through strong relationships internally and externally;
- Strong personal alignment with the Kindred values: compassion, courage, family, excellence, and humility.

How to Apply:

The application will remain open until a suitable candidate is found. We thank all applicants for your interest in this position. Please note, only candidates selected for an interview will be contacted.

Please e-send your **Cover Letter and Resume** to:

Jessica Cope Williams & Byron Chan, Co-CEOs, at careers@kindred.ca with “Executive Assistant” in the subject line.

Successful applicants for this Position must complete **Police Information Check** and **Alberta Intervention Record Check**

Vaccine Policy: The safety of Kindred employees and our clients is our top priority. All employees will be required to be fully vaccinated against COVID-19 as a condition of their employment.

The need for human connection is universal. At Kindred, we believe that everyone deserves to experience belonging regardless of where you come from, who you love, how much money you have or how you choose to pray. By embracing diversity of culture, race, religion, ability, sexual orientation, gender identity, and thought, Kindred is committed to ensuring there is space for you. Kindred approaches its diversity, equity, and inclusion journey with curiosity and humility. We commit to creating a safe and inclusive environment for our staff, clients and anyone we have the privilege of being in connection with.