



miskanawah

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Miskanawah is an Indigenous agency that draws from the strengths and guidance of Indigenous teachings and traditions. We adopt culturally-based practices in human services to support vulnerable children, youth and families.

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| Mission: | Guided by Indigenous teachings, Miskanawah offers culturally informed, supportive services to people in the Calgary area as they strengthen their circles of self, family, community, and culture. |
| Values: | Culture, Community, Trust & Respect |
| Vision: | Children, youth and families thrive within a culturally responsive community. |

Executive Assistant

Location: 2335 – 30th Avenue NE
Position Type: Full-time, permanent
Hours: 37.5 hours/week
Program: Administration

Job Summary

Reporting to the CEO, the Executive Assistant provides comprehensive support services to Miskanawah's Executive Leadership Team and the Board of Directors. This position is responsible for ensuring a high degree of accuracy and quality in planning, coordination, reporting, and records management. In addition to providing support to the Executive Team, this role will be responsible for the management and coordination of Agency Accreditation processes. This role will also provide key operations support in areas such as insurance, benefits, event planning, and facilities as needed.

Responsibilities and Duties:

- Ensure that the Miskanawah CEO, Board of Directors, and Executive Team is efficiently and effectively supported
- Manage information flow in a timely and accurate manner, including tracking deadlines to meet strategic priorities as identified by the Executive Team
- Coordinate internal and external meetings, set agendas, record and issue meeting minutes, prepare reports, and collect and analyze information for the CEO and Board of Directors
- Prioritize inquiries and requests while troubleshooting conflicts with little guidance; making judgements in alignment with agency policy and recommendations to ensure smooth day-to-day engagements



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- Preparing and supporting Agency Leadership through the Accreditation process
- Support the coordination of Board Meetings, Executive Team meetings, Leadership and Staff meeting, seminars, workshops, and special events
- Support Agency Leadership with purchasing program supplies (e.g. gift cards, food)
- Support the Human Resources department with administrative tasks as required
- Ensure discretion, confidentiality and privacy is upheld
- Other duties within the scope, spirit and purpose of the role, as requested by the CEO, Board of Directors, and the Executive Team

Requirements:

- Previous experience in an executive administrative role
- Administrative experience within the Not-for-Profit sector an asset
- Strong organizational and time-management skills
- Excellent ability to analyze and summarize information efficiently
- Ability to effectively communicate both verbally and in writing
- Proficiency in Microsoft Office Suite, Teams, Zoom, ShareVision, and Monday.com
- High level of discretion and confidentiality
- Knowledge of and willingness to engage in Indigenous cultural traditions
- Ability to respond quickly in a dynamic and changing environment
- Ability to work individually as well as part of a team
- Criminal Record and Vulnerable Sector Check
- Child Intervention Check

Within first 6 months of hire:

- Valid First Aid or CPR certification
- Quality Improvement and Outcomes Training
- Indigenous Awareness Training
- Diversity Training

Work Conditions:

- Interaction with CEO and Board of Directors
- Interaction with employees, management, and the public at large
- Interaction with others under varying circumstances-including situations of a highly sensitive nature
- Ability to work in office 5 days a week
- Occasional evenings and weekend hours
- Attendance and participation in training
- Working in a busy environment with frequent interruptions

We offer the opportunity to be part of a creative and positive work environment, a competitive salary, supports for professional development, opportunity for advancement, and the chance to be part of a team that supports children, youth and families to thrive within a culturally responsive community.



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Please submit a cover letter and resume to careers@miskanawah.ca and reference "Executive Assistant" in the subject line. We thank all applicants, however, only those selected for interview will be contacted. This posting will close when the position is filled.