



## CAREER OPPORTUNITY

### Executive Assistant to the CEO

#### ABOUT THE JOB

We are seeking an Executive Assistant to join our amazing team. You will be based in the Victoria office. Your main focus will be to provide skilled and high-quality support for our CEO. You will also provide liaison support for the provincial branch network and will provide administrative support to other members of the team when needed.

You are an excellent communicator, skilled at managing the details, and want to make important contributions at an organization passionate about mental health. You are accustomed to providing excellent support for senior leadership including handling confidential and sensitive information.

You are someone who responds quickly to change, thrives with competing and multiple priorities, and can influence people. You are flexible, proactive and resourceful. You have a well-honed ability to anticipate and deeply understand challenges and obstacles on the horizon, you have the skills to prevent or minimize those challenges and obstacles, in turn allowing the people you work with to concentrate on their core roles. You are self-motivated, equally comfortable working autonomously, as part of a team, and remotely.

You have vision for the bigger picture and are great at seeing the steps needed to constantly improve effectiveness. You are adept at tact and diplomacy amidst difficult situations. Your ability to bring calm and order is renowned.

#### RESPONSIBILITIES

- Provide day-to-day administrative support including scheduling, meeting logistics, travel arrangements and other duties required to support the CEO.
- Proactively manage the CEO's calendar, including with follow-up from meetings, correspondence, administration, including entering all information into the organization's CRM.
- Assist with managing the senior leadership team and provincial executive meeting schedules, including preparation and distribution of materials.
- Act as the first point of contact for donors and volunteers calling the office phone and assist them as necessary.
- Manage inquiries or requests from team members, volunteers, donors or vendors.
- Prepare routine correspondence including thank you letters for all donations.
- Assist in distribution of various communication materials as needed.

#### ABOUT YOU

##### Education & Experience

- Post-secondary degree or an equivalent combination of formal training and experience.
- Minimum 5 years of work experience providing support for senior leadership.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent written and verbal communication skills.
- Excellent computer skills, including Office 365 and Microsoft Office and the ability to learn new software.
- Experience with Salesforce or other CRMs.
- Experience in a non-profit organization is an important asset.

## Knowledge, Skills & Abilities

- Strong interpersonal skills and ability to build relationships with stakeholders, including team members, external partners and donors.
- Excellent writing and editing skills.
- Confidence, polish, discretion and a high level of professionalism.
- Excellent time management and problem-solving skills.
- Responsive and flexible in managing at times a high paced, fast-changing environment, working well under pressure and prioritizing ongoing projects.

## WORKING CONDITIONS

The usual work week is 37.5 hours and you are required to work occasional evenings for meetings and events. You will work in a busy, results-oriented, and caring environment. We offer a highly competitive compensation package, commensurate with experience including a robust benefits plan.

## HOW TO APPLY

Please submit your resume along with a cover letter, clearly documenting how you satisfy the requirements outlined in this job posting to [cmha.careers@cmha.bc.ca](mailto:cmha.careers@cmha.bc.ca) by 5 p.m. Friday October 9, 2020. We regret that only short-listed candidates will be contacted to schedule an interview.

## ABOUT US

Founded in 1918, The Canadian Mental Health Association (CMHA) is a national charity that helps maintain and improve mental health for all Canadians. As the nation-wide leader and champion for mental health and addiction, CMHA helps people access the community resources they need to build resilience and support recovery from mental illness and/or addiction.

***We are an equity employer and encourage applications from women, persons with disabilities, members of visible minorities, First Nations, Inuit, and Metis people, people of all sexual orientation and genders, and others who may contribute to our further diversification.***