

Strongest Families Institute



Location: Halifax Regional Municipality

Executive Assistant to the President & CEO

Job Description: We are looking for a positive, motivated professional who is interested in helping us achieve our vision of removing barriers to care. The prime focus of the Executive Assistant is to foster and facilitate a close working relationship with the President & CEO, to provide executive support as well as become an integral team member. The Executive Assistant is our first point of contact with external and internal affiliates and thus must have excellent communication skills, both written and verbal, and diplomacy. Our ideal candidate will be one who embodies the desire to serve the community, assist a team in accomplishing goals, and is mission and results driven. Strong organizational skills, ability to prioritize tasks and demonstrate sound judgement within a fast-paced, growing organization are essential to complete a variety of communications, projects, and assignments.

Duties and Responsibilities:

Managing the activities of the Strongest Families President & CEO

- 1) Scheduling, tracking deadlines and time frames, email communications, anticipating needs and ensuring prompt follow-up with meetings as well as business communications/development.
- 2) Organizes business development (e.g. maintenance of CRM, tracking/liaison for new business contacts)
- 3) Organizes business meetings, promotional activities, social media activities and travel arrangements:
 - a) Note taking during meetings and circulating notes to President & CEO post meeting
 - b) Travel arrangements such as booking flights, car rentals, hotels, business meeting details and all preparations for travel
 - c) Conference preparation including promotional materials and social media planning,
 - d) Tracking expenses, and reconciling post travel, tracking post travel business follow ups, adding any conference/symposium presentations to President & CEO's CV
- 4) Assist with preparation of research proposals, research project validation process, research publication abstracts, adding research publications in President & CEO's CV, and other tasks associated with research projects
- 5) Working closely with the President & CEO to discuss upcoming commitments, responsibilities and changes to schedule
- 6) Help prioritize incoming issues and conflicts with direct consultation with the President & CEO
- 7) Performs a wide variety of administrative tasks for the President & CEO, such as managing the filing system, documentation management, and internet searches/research as required

- 8) Promotional material coordination (e.g., Research pricing for management approval, track inventory and insure stock is sufficient)
- 9) Assists with media events and acts as key media contract
- 10) Occasional travel required

Board and Management Liaison:

- 11) Assisting to coordinate report compilation; assist with meeting dates; compiling/preparing/distributing meeting packages; arranging meeting space and logistics; note taking as needed; circulating minutes post meeting

Qualifications:

- 1) Excellent computer skills (e.g., Microsoft Suite of products such as: Word, PowerPoint, Excel; Adobe, and experience with Visio & Publisher an asset)
- 2) Expert interpersonal, verbal and written communicational skills
- 3) Demonstrated organizational and administrative skills
- 4) An individual with the ability to “think outside the box” and bring ideas for improvement to the team
- 5) Strong team player with demonstrated decision-making skills
- 6) Resourceful, emotionally mature individual
- 7) Ability to accommodate occasional travel

Education and Experience Requirements:

- 1) Certificate or diploma in a field related to business administration preferred
- 2) Strong work tenure: minimum of five years of experience in high paced team focused environment, preferably supporting Executives and non-profit experience
- 3) Experience and interest in internal and external communications, partnership development, and fundraising

About Strongest Families Institute:

Strongest Families Institute (SFI), a charitable organization (www.strongestfamilies.com), leverages research, technology and highly-skilled staff to deliver services to children, youth and families dealing with mental health and other issues impacting health and well-being. SFI is an award-winning organization making a difference in individuals lives. We offer a rewarding career with opportunity for growth.

Comments:

Work is performed in accordance with general direction from the President & CEO and on-site oversight provided by Office Manager. Performance is reviewed and evaluated on an ongoing basis by the President & CEO and Office Manager. Email cover letters and resumes to info@strongestfamilies.com attention Theresa Cunningham, Office Manager & Contract Coordinator.