

RIDEAU VALLEY CONSERVATION AUTHORITY

JOB DESCRIPTION

Position Title:	Executive Assistant	
Department:	Corporate Services	Supervisor's Position Title: General Manager
Classification:	Band 3	Date of Issue: September 28, 2021

JOB SUMMARY

Under general supervision, the Executive Assistant performs a variety of clerical and administrative functions to support the General Manager and Executive Director of the Foundation, with a focus on the coordination of meetings and other events including coordination of board meetings. Also provides support to other departments as needed.

RESPONSIBILITIES

1. Coordinates regular and frequent meetings by managing contact information for delegates, making arrangements for catering, arranging for and setting up meeting room, preparing and distributing agendas and attachments, recording and transcribing minutes, ensuring follow-up of some agenda items and occasionally making travel arrangements.
2. Provides administrative services such as preparing correspondence, reports and other documents; issuing charitable tax receipts; screening and responding to email; photocopying and faxing documents; making travel arrangements; organizing meetings; and maintaining files that include digital and hardcopy records. Deals with sensitive and confidential information.
3. Assists with the preparation and distribution of regular bulletins, publications and newsletters. Updates and maintains multiple mailing lists.
4. Responds to enquiries from the public and from board members by providing general information and assistance or directing to other sources of information.
5. Manages the booking of RVCA space by external clients. Co-ordinates event requirements such as catering, equipment and room set-up and clean-up. Occasionally works after hours, to assist with bookings and special functions.
6. Maintains supplies and equipment inventory and picks up and delivers materials as required. Fills orders from the public for information from our resource library.
7. Administers the building security system and issues security passes.
8. Assumes the responsibilities of Receptionist at the front counter as requested.
9. Other related duties as assigned.

EFFORT AND WORKING CONDITIONS

- Work is performed in a normal office environment
- Occasional light lifting may be required, for example when setting up meeting areas
- Frequent use of a computer with long periods of concentration
- Long periods of sitting at a desk
- Occasional evening or weekend work
- Occasional night or long-distance driving
- May occasionally be exposed to potentially confrontational situations
- Workload is fast paced, variable and may require overtime occasionally

MINIMUM QUALIFICATIONS

- College diploma in administration, office support or a similar program;
- Two years relevant experience, including experience organizing meetings and events and taking minutes;
- Able to work independently with little direction;
- Exceptional organizational skills with strong attention to detail
- Demonstrated good judgement and the ability to quickly analyze and solve problems;
- Excellent interpersonal and organizational skills;
- Demonstrated flexibility and an ability to work in a fast paced and challenging environment;
- Ability to attend meetings outside normal working hours as required;
- Excellent written and verbal skills in English; the ability to communicate verbally in French is an asset;
- Expert skills in Microsoft Office programs;
- Strong keyboarding skills and ability to take minutes of meetings;
- Valid Ontario G class driver's license or equivalent and a satisfactory driving record is mandatory;
- Strong commitment to championing protection of the environment and the safeguarding of land and water resources.

HEALTH AND SAFETY REQUIREMENTS

To meet health and safety standards and regulations, the incumbent must be trained and/or evaluated.

- RVCA Policy Orientation
- RVCA Drivers Test
- Training Modules for new employees