



EMPLOYMENT OPPORTUNITY

Executive Assistant

Resilience Montreal, created by the Native Women's Shelter of Montreal, is a community-led project established in 2019 to support the homeless population in the Cabot Square area. It is a wellness center for the most vulnerable and provides a welcoming and safe oasis from the hardships of the streets where people with trauma are honoured, defended and can access services that meet their needs. Resilience Mtl aims to provide services that restore dignity to the lives of its patrons.

About the Position:

The Executive Assistant will be responsible for performing a wide variety of administrative and operational tasks to support the Executive Director of Resilience Montreal.

POSITION TITLE:	Executive Assistant
TYPE OF POSITION:	Full Time (1 year contract)
LOCATION:	4000 St-Catherine St W, Westmount, Montréal, QC, H3Z 1P1
SALARY:	\$60,000 -\$70,000 negotiable depending on experiences
PROBATION:	Three (3) month probation period, after which an evaluation will be conducted.
APPLICATION:	Please send a letter of intent, your resume and two professional letters of reference to the attention of: Stephanie office.nwsm@gmail.com



DUTIES AND RESPONSIBILITIES

- Manage appointments, meetings and schedule for the Executive Director
- Assist the Executive Director in managing workflow, ensuring that deadlines are met and work is completed correctly, including:
- Assist the Executive Director in making a chart of deadlines of when reports are due;
- Assist the Executive Director in the preparation of funding applications and letters;
- Coordinate annual fundraiser, and coordinate fundraising committee meetings throughout the year
- Accompany the Executive Director to partner/business meetings and take minutes as needed, including;
- Attending meetings on behalf of the Executive Director when required, be able to provide a summary of the meeting;
- Follow up on business arising from emails and phone calls on behalf of the Executive Director, as needed;
- Responding to emails on behalf of the Executive Director as needed,
- Respond to questions and requests for information as delegated by the Executive Director;
- Generate staff memos, emails and reports as needed;
- Schedule trainings and meetings as requested;
- Assist the Executive Director in the strategic planning process;
- Attend/assist in preparation for Board meetings and Annual General meeting (AGM)
- Send out doodles and follow up emails for Board meetings;
- Prepare for Board meeting (invite all partners to Board meetings);
- Prepare resolutions for Board meetings;
- Prepare/deliver all documents for PSOC after our AGM;
- Book travel and prepare per diem forms for the Executive Director as needed;
- Organize and update current filing systems, including;
- Update filing systems as needed with notification labels on the drawers to know what is in them;
- Other related duties as requested by the Executive Director, including:
- Effective and proper communication with the Executive Director at all times;
- Communicate with the Executive Director on weekends and evenings in case of crisis/emergency situations as needed via text, phone or email.



Qualifications

Skills & Attributes

- Strong oral and written communication skills
- Strong organizational skills
- Ability to act with discretion and ensure confidentiality
- Ability to thrive in a fluid working environment
- Ability to work with culturally diverse Indigenous participants, communities, and staff
- Bilingualism in English and French
- Indigenous language skills (asset)

Education & Experience

- Bachelor degree in Business Administration or Secretarial studies preferred
- At least five (5) years relevant work experience
- Experience working in a non-profit setting
- Experience with commonly used office software and applications (Microsoft Office, Google Workspace, Zoom, etc.)

*****Indigenous applicants will be given priority*****

Only the applicants meeting the requirements will be contacted.