

Canadian Aboriginal AIDS Network Réseau Canadien Autochtone du SIDA b໑C厂 – ඉූභිස්සිට අදර උදු උදු උදු උදු උදු

## Canadian Aboriginal AIDS Network Job Posting: Executive Administrative Assistant May 2020

The Canadian Aboriginal AIDS Network (CAAN) provides a National forum for Aboriginal Peoples to holistically address HIV and AIDS, HCV, STBBIS, TB, Mental Health and related co- morbidity issues; promotes a Social Determinants of Health framework through advocacy; and provides accurate and up to date resources on these issues in a culturally relevant manner for Indigenous Peoples wherever they reside.

Location: To be determined.

## **Executive Administrative Assistant**

Accountable to the Chief Executive Officer (CEO), the Administrative Assistant participates as an integral member of the team and performs duties in accordance with the mandate and priorities of the organization. The Administrative Assistant assists and supports the CEO and management in carrying out their duties and mandate by providing a wide range of complex and confidential support functions, including but not limited to:

- Supports successful implementation of all work plan-related administrative tasks and activities, consistent with CAAN objectives and direction;
- Serves as a key administrative contact and liaison with other CAAN members, individuals, and external institutions for the CEO and directly assists in resolving concerns, issues, and challenges;
- Responsible for designing and/or managing complex office systems that are required to ensure effective and efficient operations, and where necessary, present recommendations on how to improve and/or update said systems;
- Responsible for supporting the administration, preparation and distribution of reports, briefs, minutes and all other types of internal and external documents and correspondence, including central records;
- Provides a broad range of communications support for the executive team, including writing, editing, word processing, faxing, emailing, filing, etc.;
- Organizes and coordinates the logistics of meetings, schedules and press conferences for the CEO, including centralized records that require periodic and/or ongoing attention by senior management, e.g. employee performance reviews, contractual matters, etc.;
- Facilitates and follows up on issues related to meetings, initiatives, and other activities;

Vancouver Office: 6520 Salish Drive, Vancouver, BC V6N 2C7

1.888.285.2226
604.266.7616
604.266.7612

Halifax Office: 113-154 Willowdale Drive, Dartmouth, Nova Scotia B2V 2W4
902.433.0900

902.433.3041
info@caan.ca
www.caan.ca



## Canadian Aboriginal AIDS Network Réseau Canadien Autochtone du SIDA ხჲርΓ ჲჲჼႱჼჼႦჂႺ ⊲ᠲᠰ ᠕ᡩ\_\_J ჂႹჁႹჼჿႶჁႻჁჿჿჿ

- Provides administrative support for the executive team including managing schedules/calendars, making travel arrangements, screening and handling telephone communications, dealing with administrative problems and inquiries and overseeing CAAN policies and procedures;
- Works closely with and supports the executive team on special initiatives, including annual general meetings; conferences, and meetings, etc.;
- Uses knowledge and understanding of underlying operational issues to assist in administrative problem solving; plans, develops, and implements projects;
- Researches information, compiles statistics, gathers and computes various data, and prepares special and/or one-time reports, summaries, and replies to inquiries;
- Compiles and maintains records related to special and operating budgets, makes recommendations for purchasing and manages expenditures within the budget;
- Provides general accounting support with finance and bookkeeping services; overall office duties and mail support;
- All other duties as required of this position.

## Qualifications, Knowledge, Experience, Skills & Abilities:

- A degree, diploma, or certificate in secretarial or administration with a minimum of three (3) years' experience in an executive support capacity, or an equivalent combination of education and/or experience;
- Knowledge and understanding of the CAAN's mandate and goals;
- Possess a strong background, knowledge, and experience of Indigenous organizations, communities and traditions;
- Provide strong interpersonal skills and the ability to work effectively with a wide range of individuals and internal and external stakeholders;
- Possess and maintain superb verbal and written communication skills with an ability to communicate complex information and capability for drafting and editing a variety of written materials;
- Excellent relationship building and conflict resolution skills with an ability to interact and work effectively with senior level individuals;
- Knowledge and effective application of office management principles and procedures, including revamping office procedures and maintaining a highly efficient office system;
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues, demonstrating tact, initiative and flexibility;
- Possess and apply strong organizational and coordination skills;
- Able and willing to travel and/or work outside normal office hours, including evenings and weekends;
- Ability to work independently and expeditiously under tight time-frames and competing priorities; and;
- Possess a superior level of computer literacy, especially word processing, spread sheets, presentation software, database software and web-based applications including search engines and tools;

Vancouver Office: 6520 Salish Drive, Vancouver, BC V6N 2C7

Halifax Office: 113-154 Willowdale Drive, Dartmouth, Nova Scotia B2V 2W4



- Manage schedule/bookings for GoTo Meeting and Office365;
- Manage filing- financial records for auditors, staff files and other living documents;
- Manage CAAN resources listing, such as ISBNs to indicate resources, survey staff and offer a place to share and apply for ISBNs;
- Manage email account creation
- Support Board meetings, book/schedule, agenda with CEO, minutes, and file records;
- Membership list up to date and invoice organizations for membership fees, track payments, and annual review/check in with individual members.

**To apply:** Please email a cover letter and resume to <u>teao@caan.ca</u>. Please address your cover letter to Margaret Kisikaw Piyesis, CEO. No phone calls please. Application Deadline: May 14, 2020.

Vancouver Office: 6520 Salish Drive, Vancouver, BC V6N 2C7

1.888.285.2226
604.266.7616
604.266.7612

Halifax Office: 113-154 Willowdale Drive, Dartmouth, Nova Scotia B2V 2W4

902.433.0900
902.433.3041
info@caan.ca
www.caan.ca