



**Manitoba Child Care Association
Position Description**

EXECUTIVE ASSISTANT

The Executive Assistant is an all-encompassing administrative role that performs assignments delegated by the Executive Director based on long- and short-term organizational objectives.

The Executive Assistant is required to maintain confidentiality and professionally interact with the public, staff, and community stakeholders. It is paramount that the incumbent keeps the mission and mandate of MCCA at the forefront of performing their job duties, representing the organization both internally and externally.

The Executive Assistant is responsible for filtering and attending to day-to-day functions as determined by the Executive Director; the primary responsibilities are generally categorized as follows:

A. COMMUNICATION:

- Answer and respond to phone calls, communicate messages and information to the Executive Director according to a pre-defined set of guidelines.
- Draft, review and send communications on the Executive Director's behalf, within an established set of guidelines.
- Filter and prioritize the Executive Director's correspondence to ensure timely responses when required.
- Take meeting minutes and circulate for review.
- Provide information required to other parties as required– such as deadlines for Board updates to other MCCA representatives.
- Help ensure the effective sharing of information between the Executive Director and the Assistant Executive Director based on internal communication protocols.
- Draft social media and press releases for the Executive Director's review; post or release communications as appropriate.

B. COORDINATION:

- Manage scheduling for the Executive Director and other areas of MCCA including the Board, as required. This may include overseeing multiple calendars on various platforms.

- Organize and prepare for meetings, including gathering updates for the Board and Committees, any other documents, and handling logistics related to meetings.
- Coordinate travel arrangements, media opportunities, manage and oversee registration and participation of external events as required.
- Coordinate special projects as assigned.

C. OTHER:

- Manage excel sheets, prepare draft reports, and other administrative requirements for the Executive Director.
- Maintain various records and documents including organizational policies, security protocols, and confidential files.
- Maintain accurate organizational contacts including but not limited to government, CCCF, and the Board.
- Support other leaders as required, with emphasis on ensuring the Assistant Executive Director is able to act in the Executive Director's absence.
- Other duties as determined and assigned by the Executive Director or designate.

QUALIFICATIONS:

Language Requirement: Written and oral fluency in English. Bilingual (French/English) is considered an asset.

Education and Experience Requirements: A diploma, degree, or equivalent, in administration or relevant discipline. Experience in a similar or related role is desired; relevant combination of skills and experience will be considered on a case-by-case basis.

Required Skills and Abilities:

- Excellent verbal and written communication skills including demonstrated ability to compose a variety of documents with accuracy and professionalism.
- Time-management skills including the ability to multitask and manage multiple priorities.
- An exceptional ability to pay attention to detail.
- Full knowledge of the Microsoft Office Suite.
- Basic knowledge of Board Governance and/or Board reporting.
- Ability to develop processes to ensure efficiency and ease of access to information.
- Relationship building and interpersonal skills.
- Must be a proactive self-starter.
- Able to exercise sound judgment.
- Comfortable speaking with a wide variety of external and internal stakeholders.
- Demonstrated problem solving and critical thinking abilities.
- Ability to be highly organized, flexible, innovative, and able to function in a fast-paced work environment

Benefits:

- 3 weeks-vacation after one year of service
- Cost shared group benefits plan with Health Source Plus
- Employer contribution to RRSP plan beginning in the 2nd year of employment
- After 12 months of continuous service, 3 paid days off between December 24 and January 2 as the office is closed.
- Easter Monday, Terry Fox Day, Truth and Reconciliation Day, Remembrance Day and Boxing Day recognized as paid days off

Standards work hours are between 8:00 am – 4:00 pm, Monday – Friday. Hours associated with the Executive Assistant position are flexible and will support the work of the Executive Director. Each employee may choose up to 100 days in each calendar year on which to vary start time between 7:00 am – 9:00 am and their finish time between 3:00 pm and 5:00 pm. Employees are expected to work 7 hours on the days they choose flexible work hours.