



Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. We envision a future where women from diverse backgrounds are empowered to reach their goals and dreams as equal and contributing members of Canadian society. CIWA's Mission is to deliver professional services that facilitate the integration and full participation of women and their families in the community. We are seeking an individual who shares our values of Equality, Empathy, Integrity and Inclusiveness.

Executive Assistant
Full Time - 37.5 hrs per week
Competitive salary and benefits package

The Executive Assistant will provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing administrative functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. This position may also train and supervise volunteers.

DUTIES AND RESPONSIBILITIES

- Manage and maintain the Executive Director's schedule
- Prepare reports, memos, letters, and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Open, sort, and distribute incoming correspondence, including faxes and email as required
- File and retrieve corporate documents, records, and reports
- Arrange appointments for the ED, greet visitors and ensure items needed for the meeting are available
- Review room booking scheduling weekly for ED meeting schedule
- Prepare responses to correspondence containing routine inquiries
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work
- Prepare agendas and make arrangements for committee, board, and other meetings
- Make travel arrangements for the ED
- Maintain program database and generate monthly reports
- Attend community meetings as required
- Maintain staff meeting minutes and agendas including SMT and MMT
- Maintain donor, funder and contact lists
- Send out marketing/outreach packets
- Assist with planning/preparation for special events and fundraising activities including AGM
- Assist with the preparation of grant proposals
- Provide back up to CIWA reception as needed
- Other duties as assigned by the Executive Director

QUALIFICATIONS

- Bachelor's Degree (Business Administration a plus)
- Proficient in Microsoft Office
- A minimum of two to three years experience in an administrative capacity
- Ability to work independently to meet deadlines and complete projects
- Excellent oral and written communication skills

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive, please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: careers@ciwa-online.com

Closing date – March 18, 2010

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.