



Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Employment Opportunity

POSITION: Executive Assistant

START DATE/TERM: September 2024

BENEFITS: Meewasin offers a generous benefits package including extended health, dental, disability and life insurance and a matched pension.

OTHER: This is a full-time position at 37.5 hours per week; three weeks of earned annual vacation; and earned days off schedule. This is an out of scope position.

REQUIREMENTS: This position will require weekend and evening work on occasion. Must have access to own cell phone.

JOB DESCRIPTION: attached.

TO APPLY:

Please provide the following information marked "Executive Assistant" to the email below on or before September 6, 2024.

* cover letter and resume in one PDF document *

Meewasin Valley Authority
Email: jobs@meewasin.com

DEADLINE FOR APPLICATIONS: September 6, 2024.

Only those applicants who have been chosen for an interview will be contacted. For more information visit www.meewasin.com/careers.

Executive Assistant

Position: Executive Assistant

Reports to: Chief Executive Officer

Date: August 2024

Organizational Description:

Meewasin is a mission passionate team of about 30 employees who work in a fast-paced environment. We are committed to delivering strategic priorities of maintaining a healthy & vibrant river valley, growing a sense of community, and protecting the legacy of the region that follows an amazing 100-year plan. Meewasin's successes could not be achieved without such a hardworking, adaptable and dedicated team. We are always looking for people who are committed to this legacy and want to apply their skills and expertise to make a difference.

Meewasin is located on Treaty 6 Territory and the Homeland of the Métis. We humbly acknowledge the traditional caretakers of the land and honour the First Nations and Métis people of this place.

General Accountability

Reporting to the CEO the Executive Assistant is an integral role to Meewasin. The incumbent has a prime responsibility to ensure overall executive level leadership with extremely high attention to detail, organization and the ability to anticipate next steps. The Executive Assistant has extensive knowledge of the organization's formal and informal structures, processes and contributes to the effective, efficient and professional operation of the organization.

Specific Accountabilities

Executive level administrative support to the Meewasin CEO, Management Team, Board of Directors, Advisory Committees, Committees of the Board, and National Urban Park project, including but not limited to:

- Coordination of CEO schedule, meetings, and communications, anticipating needs and requirements whenever possible in advance
- Pre-approval, preparation and review of documents for CEO's approval including trouble shooting and correcting errors prior to CEO review (eg. expenses, contracts, purchases and correspondence)
- Schedule appointments and meetings for the Board, Chief Executive Officer, and others, including travel, conferences and professional development opportunities
- Organize, develop, coordinate and distribute concise meeting and information packages

- Communicate with members regarding meetings, attendance, and other general inquiries
- Arrange space, functional technological requirements and meals for meetings, when required
- Track decision items and follow up on action items, while facilitating information sharing
- Take, retain and distribute meeting minutes
- Compile high level briefings, background materials, presentations, and acquire information on behalf of the CEO
- As an effective planner, ensure the CEO is prepared for meetings, presentations and other commitments
- Support the CEO in the search, review, retention, accountabilities and performance management of the management team
- As a problem solver, support the resolution and completion of complex issues
- Transcribe materials and edit highly confidential correspondence, reports, minutes and memorandums
- Maintain a list of board members and representation, committees and internal appointments to external positions to ensure appointments are undertaken in a timely manner
- Support the CEO with Meewasin's strategic performance and KPI reporting, workflow, emerging issues and projects
- Prepare and orientate new board and committee members to Meewasin alongside management
- Develop action plans to move things forward
- Integrate short-term activities into the broader organizational goals

Education and Experience

Completion of secondary education in an aligned field. Above average typing speed to achieve a high level of productivity and the ability to write minutes, letters, reports and develop agendas. Three to five years of experience as a senior assistant to high-level management. Comprehensive knowledge working in Microsoft Office Suite of programs is considered an asset.

You are a team player who is able to follow direction to work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance the organization's effectiveness.

You are self-motivated and can undertake self-directed tasks when necessary, possessing high standards of professional integrity and judgement including the ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly.

You easily maintain positive working relationships with others, both internally and externally.

You can anticipate, understand, and respond to the needs of your manager to meet or exceed their expectations.

You are a highly organized, detailed individual, full-service-oriented, and able to focus well.

You have excellent time management skills and the capacity to prioritize by assessing situations to determine urgency.

A satisfactory Criminal Record Check, including a vulnerable sector check, is required prior to appointment to the position.

Required Competencies

Meewasin has four core competencies that are common for all Meewasin positions and support the culture of this organization. They form the foundation of our recruitment tools and employee assessments:

Communication (Leadership)

Demonstrates an ability to communicate with clarity and impact in a wide variety of settings.

Teamwork and Collaboration

Demonstrates the ability to work cooperatively within a team, and with individuals throughout the organization, to achieve optimal results.

Flexible and Adaptable

Demonstrates an ability to adapt and thrive in an atmosphere of changing priorities and circumstances.

Problem Solving and Decision Making

Able to take action in solving problems while exhibiting judgement and a realistic understanding of issues; able to use reason even when dealing with emotional topics; review facts and weigh options.

In addition, the specific competencies for Meewasin's Executive Assistant are:

Planning and Goal Setting

Establishes personal priorities and work plans adjusting as required to ensure alignment with overall departmental and organizational goals.

Communication (Written)

Produces clear, concise and effective written communication that is understood and accepted by others, adapting style to meet the needs of different groups or individuals to ensure understanding.

Attention to Detail

Attends to accuracy, completeness and timeliness in tasks; approaching work in a disciplined and orderly fashion.

Organizational Awareness

Demonstrates a thorough understanding of the organization – including plans, policies, systems and structure – and uses this knowledge to improve both personal and team effectiveness.

Analytical Thinking

Understands situations by breaking them down into smaller pieces, tracing implications and organizing elements in order to explain situations, resolve problems or identify solutions.