



Job Posting  
Hamilton/Burlington SPCA  
Executive Assistant to the CEO

Position: Executive Assistant to the CEO. Full -Time Monday to Friday, Multiple Evenings  
Location: Required to be onsite daily  
Date Posted: May 18, 2022  
Date Closes: Noon. June 1, 2022

The Hamilton/Burlington SPCA (HBSPCA) is a leader in animal welfare in the Golden Horseshoe and one of Ontario's most progressive animal welfare agencies. Our aspiration is keeping pets and their people together. Service to community supports pet parents, delivers early intervention for pet health and wellness where pet families live, and is guided by the benefits of the human animal bond.

The HBSPCA is a not-for-profit animal welfare organization largely supported by donors and friends of the animals. Relations with donors are of top importance; donors make miracles happen every day for animals in the community and in care.

#### The Position

The Executive Assistant position supports the CEO. This is an excellent opportunity for an administrative professional looking to advance their career while advancing the HBSPCA vision - keeping pets and people together, healthy and living the Five Freedoms. As the Executive Assistant you will be responsible for all coordination and executive support functions.

This job is right for you if:

- You want to be part of a team that changes lives every day in Hamilton and surrounding area.
- You thrive in a dynamic, fast paced environment and have a commitment to best practice.
- You have exceptional organizational and prioritization skills with high attention to detail and confidentiality, and
- You are a highly motivated and passionate individual with a proven trackrecord and strong leadership abilities.

#### Key Responsibilities

- Anticipates and organizes the CEO's priorities and provides effective and timely support.
- Full discretion and management of calendar and contacts for the CEO. Coordinates and dispatches meeting invitations and agendas to attendees, books meeting rooms and arranges for IT resources and refreshments in support of a smooth and efficient meeting facilitation.

- Coordinates a variety of meetings including, but not limited to; calendar scheduling, meeting room logistics, travel arrangements, reviewing and processing invoices, etc.
- Provides ongoing support, research, and documentation for the CEO's involvement in Board Committees and working groups.
- Manages the development, production, and the distribution of materials to support the organization's Strategic Planning Sessions.
- Provides insights on areas of opportunity for leveraging current relationships and to remain continuously alert on potential issues or concerns as they relate to internal and external stakeholders including, but not limited to staff, internal stakeholders, donors, external stakeholders, and cross-functional groups.
- Prepares correspondence emails, minutes, reports, and presentations.
- Organizes and maintains files for CEO and all board related material.
- Coordinates Policy Documents and Data Management Controls.
- Works with Auditors and Finance Team to ensure that all reporting and filing has been completed.
- Monitors expenses for the CEO and maintains an efficient filing system to ensure reports, correspondence and financial documentation are maintained and readily available.
- Manages implementation of signing authorities to ensure appropriate signoffs by the CEO.
- Accountable for other small projects as required to support the CEO in execution of his accountabilities.
- Key contact for IT Services and Requests.

#### Board Governance Administration

- Serves as key contact for all board members and all board related activities.
- Maintains contact information Board of Directors and Advisory Members.
- Prepares draft documentation for board meetings, board committees, and other volunteer advisory boards as required.
- Coordinates logistics of all board and sub-committee meetings with volunteer members to ensure confirmation of meetings participation, production and distribution of meeting materials and coordination of all travel arrangements.
- Takes and transcribes minutes for board meetings and/or sub-committee working groups.
- Assists in projects generated by board committees such as Governance, Recruitment, etc.
- Maintains the Board of Directors Orientation Manual, By-Laws, and Policies. Assists with the formulation of policy and procedure documentation requiring revision or development and ensures distribution of updated materials as appropriate.
- Follows up with decisions made, re-organize archives, and prepares revisions to support adopted documents.
- Manages and coordinates the Annual General Meeting including, but not limited to; hotel logistics including negotiating prices, coordination, and printing and distribution of materials. Coordinates with legal counsel on board member registry, minutes of meetings, changes to the board, changes to policies, etc.
- Liaises with legal consultants and Controller to prepare renewal of the Liability Insurance and Board of Director's policies, and update and distribute new policies to appropriate personnel.
- Coordinates travel arrangements for Leadership Team and Board Members.

## Senior Leadership Team Administration

- Coordinates logistics of all Senior Leadership Team meetings and planning sessions on behalf of the CEO, including drafting agendas, drafting minutes, and coordination of all travel arrangements when required.
- Liaises closely with the Senior Leadership Team to receive, coordinate, and distribute materials as appropriate (e.g., Senior Leadership Team Meetings, Planning sessions, etc.).
- Assists in projects generated by the Senior Leadership Team under the direction of the CEO.
- Works in compliance with the provisions of The Occupational Health & Safety Act in the applicable province of employment and its regulations and complies with the charities Health & Safety Policy.
- Other duties as assigned.

## QUALIFICATIONS

### Experience & Education

- Requires 3+ years or equivalent experience in an administrative/ professional support function in a fast-paced environment, dealing with moderately complex issues and managing conflicting priorities.
- Post-secondary degree or diploma in Office or Business Administration.

### Technical Skills & Capabilities

- Expert level PC skills (MS Office: Excel, Word, PowerPoint, Outlook and Teams)
- Exceptionally strong communication skills, both written and verbal
- Strong organizational and administrative skills
- Detail oriented, extremely well organized, and able to manage time and multi-task to accomplish a multitude of tasks, with conflicting priorities and timelines

### Working Conditions

- Must have a valid driver's license and access to a vehicle
- Must provide a clear driver's abstract
- Employment conditional on ability to work around pet companions
- Employment conditional upon maintaining confidentiality of HBSPCA information and
- All employees and volunteers are required to be fully (COVID) vaccinated

### Applications

The HBSPCA is an equal opportunity employer, and offers paid vacation, extended health care benefits and a pension plan with matching contributions. Qualified applicants are invited to submit their resume and letter of interest in confidence to [careers@hbspca.com](mailto:careers@hbspca.com) by noon on June 1<sup>st</sup>. 2022.

We thank all applicants for applying, however, only qualified candidates selected for an interview will be contacted.