



## **Employment Opportunity – PEI Alliance for Mental Well-Being**

Position: Executive Assistant and Board Secretary

Location: Charlottetown, PE

Listing Closes: November 12

Term: Full-time position

Hours: 37.5 hours per week - May include occasional evening/weekend work

Compensation: from \$31.25/hour plus a comprehensive benefits package

### **About the organization**

The PEI Alliance for Mental Well-Being is an independent, incorporated non-profit organization working to build the resilience and mental well-being of Islanders, their families, and communities. We provide leadership, coordination, and communication related to mental well-being on PEI through championing the science of resilience and fostering collective impact across sectors.

The Alliance's Focusing Action for Positive Change Grant Program is a funding mechanism that supports projects and initiatives that focus on building and strengthening the resilience of individuals, families, and communities to help improve well-being outcomes for all Islanders.

### **About the Role**

The Executive Assistant and Board Secretary is an integral member of the Alliance team and is critical in supporting the organization's success. The incumbent is responsible for exercising strong decision-making skills to provide executive-level support to the Executive Director and the Senior Management Team. As Board Secretary, the incumbent coordinates information management for the Alliance Board of Directors.

## **Main Responsibilities**

1. **Executive Support** – The incumbent will expand the Senior Management team's strategic capacity, ensuring everyone's time is being spent on the highest priority needs. Duties include:

- Proactively gathering background needed to support efficient decision-making for the Executive Director and the Board.
- Preparing confidential materials/documents, including draft communications, letters, reports
- Assisting in managing internal and external correspondence, drafting, and distributing responses as required.
- Reviewing documents, reports, and correspondence for format, content, grammar, and spelling and making edits as necessary.
- Preparing for meetings, including collecting and compiling agenda information to ensure everyone has the key information they need to succeed.
- Liaising with Senior Management to ensure follow-up with respect to issues that need to be brought forth at appropriate meetings.
- Record keeping and maintenance, including taking meeting minutes and managing distribution of meeting materials and minutes.
- Obtaining necessary signatures from the senior management team, Board members and committee members for legal documents, contracts, etc.
- Acting as the first point of contact for the Executive Director's office, including receiving and screening inbound telephone calls and e-mails.
- Managing information email account and social media accounts
- Managing the Executive Director's calendar and vetting requests from both internal and external stakeholders.
- Assisting with the logistical planning for senior management activities, including meetings, seminars, workshops, special projects, and events.
- Arranging travel plans for Senior Management and Board members.

2. **Board Governance** – The incumbent will support the success and efficiency of the Board of Directors in the provision of administrative support to the Board of Directors. Duties include:

- Providing logistical leadership for the Alliance Board of Directors, including all board meetings, executive meetings, board training and retreats.
- Coordinating board communications as directed by the Executive Director, Chair or Committee Chairs.
- Ensuring board governance principles and procedures are met.
- Supporting the Board Chair and Executive Director with anticipated needs to advance the strategic direction of the Alliance.
- Managing the timely preparation, compilation, and distribution of all Board materials before and after each meeting.
- Preparing, obtaining required approvals, and distributing meeting minutes in a timely manner; and
- Maintaining and updating Board manuals, contact and committee lists.

**Applicants must have:**

- Post-secondary Diploma in Office Administration OR an equivalent combination of education and experience.
- Experience working in a senior administrative capacity, reporting directly to Senior Leadership.
- Experience in the non-profit sector and/or supporting a Board of Directors.
- Strong and reliable technical skills and proficiency in various applications and platforms, including Microsoft Word, Excel, PowerPoint, Outlook, and Teams; Zoom; Adobe Creative Suite; CRM; and DocuSign.

**You must also have:**

- High level of personal integrity and diplomacy, including the ability to exercise tact and discretion with confidential information.
- Excellent communication and interpersonal skills.
- Strong critical thinking skills with impeccable attention to detail and accuracy.
- High degree of motivation with the ability to use initiative and self-management skills to work effectively independently with minimal direction.
- Committed team player who can pivot quickly and stay calm under pressure in a fast-paced work environment.

- Ability to support the Alliance's values to ensure a culture that champions equity, diversity, and respectful workplaces.

### **Other assets:**

- Ability and willingness to travel across PEI and
- Ability to work occasionally outside of standard business hours to attend meetings and events.

### **What We Offer**

The Alliance is a hybrid work environment. In addition to a competitive salary and a rewarding career where you can truly make a difference, we offer a comprehensive benefits package that meets the various needs of our diverse employees, including paid vacation and personal days, health and dental benefits, employee and family assistance plan, and RRSP matching.

### **How to Apply**

Please submit a cover letter and resume/CV to Bonnie Lipton-Bos at **Bonnie@afmwb.com** with the subject line **Executive Assistant and Board Secretary**. We encourage all qualified applicants to submit their application by November 12.

The Alliance believes that a strong commitment to diversity and inclusion enables us to have a positive impact on the well-being of everyone. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We appreciate your interest and thank you for your consideration; however, only applicants selected for an interview will be contacted.