

Position: Executive Assistant / People & Inclusion Coordinator

Status: Part-time

Work Sites: Squamish Helping Hands | Under One Roof

Shifts: 9:00 – 3:00, Monday – Thursday

Some flexibility to this schedule will be considered if requested

Wage/Salary: \$27.00 - \$35.00 per hour, depending on experience

Posting Date: June 18, 2024

Closing Date: Open until filled

Squamish Helping Hands is an equal opportunity employer, committed to recruiting an inclusive workforce that reflects the community we serve. We encourage applicants from diverse backgrounds, including Indigenous applicants, all genders, nationalities, and persons with disabilities.

This is an excluded position.

Interested individuals should apply by providing a **resume and cover** letter to SHHS Management Team at info@shhs.ca quoting the **Executive Assistant / People & Inclusion Coordinator in the subject line**. We thank and acknowledge all applicants and will proactively contact those selected for an interview.

Job Description:

This is an administrative role supporting the senior leadership team (Executive Director, Director of Finance, and Director of Operations) in managing aspects of the people & inclusion operations, and acts as their right hand. This role coordinates and carries out administrative tasks to ensure the day-to-day people & inclusion functions are running smoothly, as well as provides direct support to the senior leadership team on administrative items to enable them to focus on high level priorities. As a main contact point, this role will triage inquiries and liaise with leaders, employees, and external consultants to ensure the right information gets to the right people.

This position will support the executive team, and as such will have access to confidential information, and therefore the utmost discretion and professionalism is required. In addition to a passion for our mission, vision, and values, this role requires exceptional customer service, discernment, business acumen, and advanced skills in Microsoft Office. This position reports to the Executive Director.

Key Responsibilities:

People &

management—ensuring all required paperwork and documentation are included, easy to find, and up to date as per employee file policies and procedures.

- Coordinates and tracks onboarding package and paperwork, schedules onboarding activities, follows up on outstanding items and keeps all parties apprised of status.
- Coordinates interviews on behalf of leadership; liaises with candidates, books rooms, organizes required documentation and paperwork.
- Supports recruitment by posting jobs, filtering candidates (if directed) based on position requirements, and directives from leadership.
- Ensures required staff training compliance by training tracking & documentation, liaises with leadership and staff to schedule and coordinate, and advising of gaps.
- Tracking and booking employee probationary meetings, annual reviews, and other employee lifecycle milestones and meetings on behalf of leadership.
- WorkSafeBC claim file management and tracking, under the direction of HR and/or senior leadership; follows up on due dates and ensures documentation is complete.

Inclusion

- Employee file

Executive Support

- Minute taking for the executive team, includes but not limited to: staff meetings, Labour Management Meetings, leadership meetings, board meetings.
- Supporting with development of reports, presentations, newsletters, and other correspondence on behalf of the executive team as directed.
- Supporting senior leadership in organizational culture activities such as planning, communication, and coordination related to staff events and meetings, etc.
- Distribute board agendas, briefing notes, prepping files and packages for meetings.
- Liaises with external consultants as needed, takes direction from senior leadership.
- Reporting and tracking data metrics as directed.
- Supports the executive team in drafting new policies and updating existing policies, using consistent templates and format, organizing existing policies, tracking updates.
- Manages calendars and schedules meetings for the executive team, as directed.

Other Administrative Duties

- Monitors the info@shhs.ca email address, triages inquiries to the appropriate parties, maintains a smooth flow of communication and follows up on action items (note that this position does not provide advice or direction related to employment standards, labour relations/collective agreement interpretation, benefits, or payroll but rather triages to the applicable party).
- Provides backup for finance team related to benefits administration, data entry, MPP, ADP as directed, for backfill during planned or unplanned absences, or otherwise.
- Updating web pages as directed.
- Maintaining and improving electronic filing systems as directed.
- Other duties as required.

Knowledge, Skills and Abilities

- Considerable knowledge of office administration standards and best practices, as well as current office tools, software, and processes.
- Advanced knowledge of MS office (Word, Excel, PowerPoint, Outlook, Teams, etc.).
- General knowledge of a not-for-profit business structure and the key stakeholders and considerations impacting decision making and judgement, such as board governance, basics of a unionized workplace, funding considerations, and leadership accountabilities.
- Excellent interpersonal skills, with the ability to maintain positive relationships with leadership, staff, colleagues, board members, consultants, as well as other internal and external stakeholders.
- Strong written and verbal communication skills and business acumen, able to draft professional correspondence and communicate with professionalism.
- Strong organizational skills, with the ability to prioritize tasks efficiently and meet deadlines.
- Ability to work autonomously and take initiative, demonstrating discernment on when to ask for direction, and when to move forward independently.
- Ability to maintain confidentiality, and handle sensitive material with utmost discretion and sound judgement.
- Ability to demonstrate SHHS values.

Qualifications:

- 2+ years office administration experience, including in a role involving maintaining confidential information, and supporting senior leadership directly
- Advanced knowledge of MS Office (Word, Excel, PowerPoint, Outlook, Teams)
- Knowledge of other graphic and video software and tools (Canva, Capcut, etc.) an asset
- Experience in a not-for-profit organization an asset
- *Or an equivalent combination of skills and experience*

For more information on the various focus areas please contact info@shhs.ca

Note that Squamish Helping Hands workplace currently falls under a Provincial Health Order that requires workers to be fully vaccinated for COVID-19.