



**Executive Assistant & Office Coordinator**  
**37.5 Hours per Week (1.0 FTE)**

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Big Brothers Big Sisters of Calgary and Area (BBBS) is a volunteer-driven organization that provides mentoring programs for children and youth in schools and communities throughout Calgary and surrounding areas. Mentorship is a proven strategy for youth resiliency, future orientation and social support. The presence of a caring adult in a young person's life impacts individuals, society, workplaces, families and communities.

BBBS currently has an exciting and rewarding career opportunity for an accomplished and highly skilled **Executive Assistant & Office Coordinator** to join the organization.

The incumbent will be the administrative and confidential secretary to the President & CEO, and the Board of Directors, as well, the incumbent will be responsible for all contracted service providers (non-Service Delivery), and general day-to-day operational support.

**ACCOUNTABILITIES:**

- This position reports directly to the President & CEO and will be accountable for\*:
  - Maintaining CEO's Inbox/Calendar, and all appearances and meetings of the CEO
  - Planning and managing all internal/external meetings for which the CEO or the Board of Directors is responsible, including the Annual General Meeting
  - Developing and maintaining all agency and Board policy and procedural documentation
  - Scheduling, attending and coordinating all Board/Committee meetings and maintaining all required documentation
  - Meeting all deadlines in regards to the statutory requirements of the Society, including submissions to Service Alberta, CRA and the City of Calgary, as well as all annual memberships & renewals
  - Negotiating service contracts and non-Service Delivery agreements
  - Maintaining a strong working relationship with all non-Service Delivery contractors
  - Ensuring the smooth day-to-day operations of the agency, including tech support, website updates, coordinating general maintenance, etc.
  - Participating in and contributing to the annual budgeting process
  - Compiling Monthly/Quarterly/Annual Reports for Management Team
  - On/Off-boarding of all staff and office volunteers, including account creation/termination, hardware distribution, cubicle/office setup/cleanup, etc.

*\*The above listing is meant to be representative of the expectations and requirements but is not an exhaustive list of duties or responsibilities.*

**COMPETENCIES:**

- Skilled in providing administrative support with excellent attention to detail;
- Good organizational and multi-tasking abilities, including the ability to meet deadlines with high quality of work;
- Experience working with a variety of databases;
- Excellent written and oral communication skills, demonstrated ability to use language and terminology appropriate for the audience;
- Ability to manage a variety of technical and confidential responsibilities requiring a high degree of initiative and independence;
- Superior knowledge of / experience with Microsoft programs including Word, PowerPoint, Outlook and Excel.

**QUALIFICATIONS:**

1. Experienced Executive Assistant with 5-7+ years' experience in a senior administrative support role, experience in the not-for-profit sector strongly preferred;
2. Skilled in using and troubleshooting technology, including Windows platforms and iPhones;
3. Intermediate Procurement and contract management experience;
4. Flexible schedule with the ability to work occasional evenings;
5. Able to travel within the community and surrounding areas; adequate proof of insurance is required.

Big Brothers Big Sisters of Calgary and Area offers a competitive salary and health benefits.

**Closing Date:** July 27<sup>th</sup> or until suitable candidate is found

**Submit Cover Letter and Resume To:**

Human Resources  
5945 Centre Street SW  
Calgary, AB  
Email: [hr.calgary@bigbrothersbigsisters.ca](mailto:hr.calgary@bigbrothersbigsisters.ca)  
Fax: #403-777-3525

Big Brothers Big Sisters of Calgary is an equal opportunity employer. We thank all candidates for their interest. Only those selected for an interview will be contacted. We regret that we are unable to accept telephone inquiries.