**Victoria Sexual Assault Centre**

**Internal/External Job Posting**

**Position:** Executive Assistant/Special Projects, Exempt  
**Wage:** 28/hr  
**Benefits:** Full benefit package  
**Length of Contract:** One year term with the possibility of renewal  
**Hours:** 35 hrs/ per week  
**Reports to:** Executive Director  
**Position Summary:** See job description below

**Closing Date:** March 5, 2021 at 5:00pm

**Applications to be submitted to:** Elijah Zimmerman, Executive Director Elijahz@vsac.ca

VSAC is committed to employment equity. All qualified persons are encouraged to apply. We especially welcome applications from members of visible minority groups, Indigenous persons, persons with disabilities, LGBTQ+ persons, Trans, Two-Spirit and gender diverse persons and others with the skills and knowledge to engage productively with diverse communities.

**Job Description**

**Position Title:** Executive Assistant/Special Projects, Exempt  
**Reports to:** Executive Director  
**Supervises:** N/A

**Role Summary:**
The Executive Assistant/Special Projects provides project support to the Executive Director and administrative support to the Management Team with specific attention on Strategic Planning and Implementation, Human Resource Support, and Communication and Scheduling.

**DUTIES AND RESPONSIBILITIES:**

**Philosophy**
- Champion and communicate a thorough knowledge and understanding of the Victoria Sexual Assault Centre’s vision, mission, agency goals, policies and priorities;
• Emphasis on relationship building internally and also externally as appropriate to the role.

Project Management Support
• Document creation for projects and ongoing monitoring and updating;
• Supporting the ED and Management Team in KPI creation and assessment and in capacity building documentation and communication;
• Supporting projects through data and research collection, presentation, and submission;
• Supporting effective and efficient communication across projects and stages.

Human Resource Support
• Scheduling interviews, collecting, digitizing, and storing interview forms and other hiring documents, and performing reference checks;
• Sending and collecting paperwork for new hires, and orientation and exit support and training;
• Answering or routing HR and staffing questions and supporting managers with complex HR and staffing challenges.

Communication and Scheduling
• Supporting information flow across the organization;
• Responsible for collecting information for organizational weekly updates;
• Notetaking and meeting scheduling as relevant to ongoing needs;
• Monitor emergent social trends and developments to enhance organizational awareness and social media presence.

Facilities and Administration
• Performs as organization Privacy Officer;
• Contributes to a safe and healthy workplace for all employees and volunteers with attention to the emotional labour required when working in trauma and with an anti-oppressive lens;
• Promotes work-life balance.

Other
• Performs other related duties as requested by the Executive Director and/or Board of Directors.
QUALIFICATIONS:

Education, Training and Experience

- Degree in business, communication, project management, human resources or equivalent experience and training;
- At least five years of administrative experience;
- Demonstrated experience in collaborative projects;
- Demonstrated experience in project planning;
- Demonstrated computer competency with spreadsheets, databases, word processing, scheduling software, email software, and social media;
- Previous experience in the non-profit social services sector an asset;
- Previous experience in work related to trauma and social justice an asset;
- Training in non-violent communication or similar approaches an asset.

Skills and Abilities

- Open and collaborative, creatively adaptive;
- Excellent verbal and written communication skills;
- Ability to thrive in a team environment;
- Ability to work autonomously and with initiative;
- Ability to handle confidential information with a high level of discretion, sensitivity and professionalism;
- Ability to prioritize and work through interruptions;
- Organized and meticulous;
- Critical thinking and problem solving skills;
- Ability to balance relationship building with task completion.