



EMPLOYMENT OPPORTUNITY

Executive Assistant (Executive Director)

KSCS is seeking an experienced individual to provide administrative support to the Executive Director of KSCS.

Under the supervision of the Executive Director, the Executive Assistant provides analytical and specialized administrative support to relieve the Executive Director of complex details; performs advanced administrative duties including issues of a highly sensitive nature related to clients and/or Board of Directors interface.

Required Education & Experience:

- D.E.C. in Secretarial Studies plus three (3) to five (5) years relevant experience.
- High School Diploma with five (5) to (10) years or more related work experience.
- A valid driver's license and access to a vehicle is a requirement.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$32.70/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: Friday, May 17th, 2024, at 4:00 pm.

GENERAL INFORMATION

Code:	A-5
Job Title:	Executive Assistant (Executive Director)
Department:	Executive Directors Office, Management
Date of Job Description:	April 2, 2011
Date of Revision	April 2024
Job Reports To:	KSCS Executive Director

JOB DESCRIPTION SUMMARY

Under the supervision of the KSCS Executive Director, the Executive Assistant provides analytical and specialized administrative support to relieve the Executive Director of complex details; performs advanced administrative duties including issues of a highly sensitive nature related to clients and/or Board of Directors interface. With general direction with respect to business objectives and company philosophy, independently applies in-depth knowledge of learned skills and practices associated with the job family to manage large, complex activities or projects. Knowledge and skills are considered mature or advanced. The Executive Assistant works hand in hand with the Executive Director on any and all work designated by the Executive Director and Board of Directors.

Executes special or continuous research and data analysis tasks. Analyzes problems, determines approach, compiles and analyzes data, and prepares reports/recommendations. Coordinates activities between departments and outside parties. Contacts company personnel at all organizational levels to gather information and prepare reports. Work is generally of a critical or confidential nature. Assignments may be found in various functional areas.

Decisions are based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound.

CORE RESPONSIBILITIES and DUTIES

Core Requirements	Duties
<p>Functions as the bridge between the KSCS Board of Directors, Executive Director, and staff streams of KSCS activities.</p>	<ul style="list-style-type: none"> ➤ Advises the Executive Director on matters relating to personnel and general administration and recommends responses and/or course of action. ➤ Modifies existing procedures and courses of action or develops new procedures as required and ensures implementation. ➤ Maintains liaison with appropriate areas in Finance and Administration and alerts Executive Director to changes in procedures and requirements. ➤ Provides a purchasing service by verifying needs for merchandise, reviewing requisition forms initiated by programs for Director’s signature, for adherence to administrative requirements and purchasing special equipment. ➤ Researches and provides various reports and/or statistics for Executive Director and Management. ➤ Assists with preparation of quarterly and year-end reports, coordinating and summarizing input on computer. ➤ Participates in all KSCS Board meetings and provides meeting reminders, attendance, agendas, minute recordings, distributions, filing and any other duties deemed necessary by the Board of Directors. ➤ Participates in the KSCS morning Intakes Team Meetings: chairing meeting, recording decisions, and distributing minutes. ➤ Participates in all KSCS Management Meetings: scheduling, agenda, minutes recording, distribution and filing. ➤ Circulates memos and information upon request of Executive Director, Directors and or Chairperson of the Board of Directors to KSCS staff. ➤ Identifies and ensures training and development of support staff or as assigned. ➤ Ensures proper registrations of staff at workshops and/or conferences.

<p>Assists and provides administrative support to the Executive Director and the KSCS Board of Directors</p>	<ul style="list-style-type: none"> ➤ Drafts and types letters, briefs and memos, prepares reports with accuracy, requiring correct spelling, syllabication and punctuation, proofreading for typographical and grammatical errors, and makes photocopies. ➤ Carries out assigned work stemming from directorial requests. ➤ Establishes and maintains office filing systems, coordinates the classification, indexing and filing of material such as records, reports, correspondence and technical documents for the Executive Director and the KSCS Board of Directors. ➤ Organizes, schedules, and prepares meetings, including minute recording and follow up on meeting requirements. ➤ Maintains agenda/calendars/scheduling upon request. ➤ Conducts email screening upon request. ➤ Conducts and complies research and data analysis tasks and prepares briefs, or reports, and recommendations. ➤ Coordinates projects and tracking upon request. ➤ Utilizes database systems to record, track and manipulate data. ➤ Coordinates, prepares and organizes meetings and training events for internal and external events. ➤ Collects and collates staff timesheets upon request of the Executive Director. ➤ Circulates memos and information upon request of the Executive Director, to KSCS staff. ➤ When required, takes messages, sorts and distributes mail for the Executive Director. ➤ Assists with preparation of quarterly and year-end reports, coordinating and summarizing input on computer. ➤ When requested, covers travel arrangements for the Executive Director. ➤ Provides support to working groups and committees as directed by the Executive Director. ➤ Has signing authority of up to \$1,000.00 on purchases.
<p>Assists in the development of Policies & Procedures, Standard Operating Practices, MOU's for the Executive Director</p>	<ul style="list-style-type: none"> ➤ Reviews and assists in the drafting and finalizing of current and new standard operating practices (SOP) in consultation with the Executive Director. ➤ Interacts with directors on policies, administrative, financial and operational issue. ➤ Reviews and drafts existing and new Memorandums of Understanding (MOU) and makes recommendations on proposed revisions when requested by the Executive Director. ➤ Reviews forms/templates to ensure they are up to date and consistent with the policies, procedures and directives and that any proposed revisions are approved by the Executive Director.
<p>Assures accurate and consistent communication flows throughout the organization and outside.</p>	<ul style="list-style-type: none"> ➤ Assures the organization and its mission, vision, goals and objectives are presented in a strong and positive image. ➤ Follows through with the Executive Director to ensure communications goes out regularly to KSCS Directors, Managers, Team Leaders and Staff. ➤ When required, follows through with the Executive Director to ensure communications goes out to community members, government officials and media. ➤ Maintains cooperative working relationships with outside government programs and other agencies. ➤ Interacts with KSCS Management Team on Policies, Administrative, Financial and Operational issues.
<p>Functions as a bridge between Managers, Directors and Executive Director</p>	<ul style="list-style-type: none"> ➤ Advises the Director of Internal Operations and Financial Controller on matters relating to personnel and general administration and recommends responses and /or course of action. ➤ Researches and provides various reports and /or statistics for the Director of Internal Operations and Financial Controller.

	➤ Maintains liaison with appropriate areas in Finance and Administration and alerts Managers to changes in procedures and requirements.
Performs any other job-related duties as may be required by the immediate supervisor.	

COMMUNICATIONS

Team Work:	➤ Commonly requires a level of collaboration and cooperation to get work or projects complete.
Advising:	➤ Commonly provides information to clients and stakeholders that must be understood and explained.
Training:	➤ Occasionally provides training to clients and stakeholders.
Leadership:	➤ Occasionally provides quantity and quality of leadership in relation to internal and external partners.

ENVIRONMENTAL FACTORS

Types of Schedule:	➤ Regular work week, occasional flex required.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Numerous and tight deadlines.

ACCOUNTABILITY

<ul style="list-style-type: none"> ➤ To provide services in a manner consistent with KSCS Mission Statement and Personnel Policy Manual. ➤ To ensure the efficient functioning of the duties required for the position of Executive Assistant (Executive Director). ➤ To ensure the transparency and accountability of the duties required for the position. ➤ To ensure optimum level of resource management through a clear-sighted and effective manner. ➤ To develop and recommend improvements to various components of KSCS. ➤ To further develops knowledge of external programs and available resources and the ability to tap into these resources for the benefit of KSCS staff and management. ➤ To ensure the effective financial administration duties required for the position. ➤ To efficiently support the Board of Directors and Executive Director of KSCS. ➤ To maintain confidentiality practices. 	
--	--

QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> ➤ D.E.C. in Secretarial Studies plus three (3) to five (5) years relevant experience. ➤ High School Diploma with five (5) to (10) years or more related work experience.
Skills and Requirements	<ul style="list-style-type: none"> ➤ Strong leadership and organizational skills and ability to reprioritize work as new demands surface. ➤ Strong knowledge of methodologies in managing and operating file systems and resource libraries. ➤ Strong work ethics and ability to multi-task. ➤ Ability to use discretion when handling confidential documentation. ➤ Sound administrative skills and tools. ➤ Excellent knowledge of KSCS policies and procedures. ➤ Strong computer and typing skills with excellent knowledge of Microsoft Office Programs; Word, Excel, Outlook, Access. ➤ Ability to produce high end presentation documents i.e. Power Point, Visio, Graphs and Charts. ➤ Must have experience working with database systems. ➤ Good knowledge of the community and the culture, issues, concerns and socio-economic problems facing the community. ➤ Must be sensitive and open to traditional native concepts and be prepared to adapt services to reflect cultural differences.

	<ul style="list-style-type: none">➤ Skilled in minute taking.➤ A valid driver's license and access to a vehicle is a requirement.➤ Available for flexible hours to participate in KSCS activities.➤ Lifestyle must reflect that of a positive role model.
Assets	<ul style="list-style-type: none">➤ Knowledge of Kanien'keha language.➤ Basic knowledge of statistics.

Immediate Supervisor

Incumbent

Date