



Executive Assistant to the Executive Director at North End Community Renewal Corporation

North End Community Renewal Corporation (NECRC), is a not-for-profit organization dedicated to the revitalization of Winnipeg's North End neighborhood through a variety of innovative and sustainable social, economic, and cultural initiatives. NECRC values diversity and inclusiveness, especially from the North End community, Indigenous peoples, individuals with relevant lived experience, and members of equity-seeking groups. We encourage you to highlight your connection to these groups in your application as we work to build a team that reflects the community we serve.

Position: Executive Assistant to the Executive Director

- **Location:** 509 Selkirk Avenue, Winnipeg
- **Hours:** Full-time (9:00 AM to 5:00 PM, Monday to Friday with occasional evenings and weekends)
- **Salary:** \$26.00/hour
- **Reports to:** Executive Director

Job Summary: The role of an Executive Assistant (EA) is intended to bolster the effectiveness of the Executive Director (ED) by managing administrative tasks, facilitating communication, and acting as a strategic gatekeeper. This position ensures the ED's efforts are concentrated on critical leadership and organizational priorities, thereby contributing to the overall success and efficiency of the organization.

At NECRC, you'll be part of a team dedicated to making a tangible difference in the community. We offer a supportive work environment, opportunities for professional development, and the chance to work on meaningful projects that positively impact the North End of Winnipeg.

Key Responsibilities:

Administration:

- Optimize administrative procedures.
- Analyze documents and prepare executive summaries.
- Manage confidential records and files.

Meeting Coordination:

- Prepare for meetings, including scheduling and booking venues.

- Ensure the ED is prepared with necessary documents and agendas.
- Take and distribute meeting minutes, and follow up on action items.

Research and Documentation:

- Conduct research and compile data for the ED.
- Create detailed reports and presentations.

Stakeholder Engagement:

- Manage relations with internal teams, external partners, and key stakeholders.
- Ensure clear communication between all parties.
- Represent the ED in meetings and events as needed.

Schedule Management:

- Manage the ED's calendar and prioritize engagements.
- Coordinate travel arrangements.

Front Desk Reception:

- Greet visitors and manage incoming calls and correspondence.
- Maintain a professional reception area.
- Assist with general office duties.

Qualifications:

- A bachelor's degree or equivalent professional experience in fields such as Office Administration, Business Administration, Communication, Management, or Public Administration.
- Experience in an executive support role with strong organizational and time management skills.
- Proficiency in office software and digital tools.
- Alignment with NECRC's mission and an understanding of the non-profit sector.
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders.
- Problem-solving abilities and adaptability to changing priorities.

Please email your resume and a cover letter explaining why you are the ideal candidate for this role to Talia Syrie at HR@necrc.org. DO NOT APPLY ON THE INDEED SITE. Your cover letter is important for us to understand your unique qualifications. The position will remain open until filled, and we thank all applicants for their interest. Only those selected for further consideration will be contacted.