



**Executive Assistant
Full Time
1-year Contract**

What We Do

WIN House provides individuals and their children fleeing violence with crisis response and intervention, safe temporary accommodation, and support for basic needs. Clients are offered trauma-informed, client-centered programming and support, access to resources, information, and referrals to community support. WIN House is working towards operating within a low-barrier model of care.

What You Will Do

Reporting to the CEO the Executive Assistant (EA) will provide essential support to the CEO, Board of Directors and the Leadership Team. This role requires a high degree of diplomacy, motivation, problem-solving skills, process management, and self-management. You are a proactive self-starter who thrives in managing multiple projects with minimal supervision. With strong consulting skills, you collaborate effectively with stakeholders to anticipate and understand their needs. Detail-oriented by nature, you excel at ensuring every aspect is carefully considered, making precision and thoroughness your strengths.

The Executive Assistant will regularly demonstrate initiative and proactively undertake the following key responsibilities:

Chief Executive Officer (CEO) Support

Calendar Management

- Proactively manage the CEO's calendar, scheduling meetings or appointments, with donors, board members, staff, and external partners, ensuring accurate time allocation and conflict resolution.
- Provides "gatekeeper" role, creating win-win situations for direct access to the CEO's time and office.
- Maintain daily, weekly, and monthly to-do lists with follow ups accordingly.

Communication Management

- Screen incoming calls, emails, and correspondence, prioritizing and routing appropriately
- Draft and edit professional communications on behalf of the CEO, including letters, reports, and presentations.
- Prepare and proofread information including correspondence, ensuring a professional and consistent appearance.

Meeting Coordination

- Finding dates and times, sending calendar invites, prepare agendas, gather relevant materials, and facilitate smooth meeting flow for internal and external meetings, including board meetings.
- Ensure meals, snacks, beverages are coordinated
- Support CEO's involvement on Committees and Boards
- Be aware of all committees and Boards the CEO is involved on
- Provide support with meeting prep
- Review action items assigned to the CEO and ensure they are recorded on the CEO's task list

Travel Arrangements & Administrative Support

- Arrange travel logistics, including booking flights, accommodations, and ground transportation.
- Manage expense reports, maintain contact lists, file important documents, and handle office administrative tasks as needed.



Donor Relations

- Assist in coordinating major gift donor engagement activities, including acknowledgement letters, donor updates, and event/meeting logistics.
- Experience with Donor Perfect is an asset

Project Management

- Support the CEO on specific projects, including research, data compilation, and follow-up actions.

Board Support

Board Committee and General Meetings

- Work directly with the CEO on the development of Board-related agendas, schedules and meetings (virtual and in person)
- Provide clerical support to the board and board committees (e.g., document formatting/proofing, minutes, action items, scheduling)
- Organization and preparation of Board meeting packages
- Arrange all logistics for the Board meetings

Board Document Management

- Ensure all documents are filed in SharePoint
- Conduct an annual audit, archiving old documents
- Schedule orientations for new board members to SharePoint and be their primary support for questions or concerns

Board Retreat and Professional Development opportunities

- Coordinate an annual board retreat
- Communicate opportunities for Board professional development
- Organize professional development meetings as directed by the Board

Annual General Meeting

- Ensure announcement of AGM date is communicated through social media channels and to our membership
- Prepare all documents for meeting
- Ensure Board gifts and cards are bought for members leaving the board
- Oversee the preparation of meeting speeches and review sections with applicable board members
- Organize food for the meeting

Board Orientation

- Assist the Nominations Committee and the CEO with orientation of new Board Members
- Ensure all board members have completed the necessary forms and documentation

Leadership Team Support

Meeting Coordination

- Efficiently scheduling meetings for Leadership Team including Tactical, Strategy and Innovation, Quarterly and ad hoc meetings
- Preparing agendas, distributing materials, taking minutes, and following up on action items.

1-1 meetings

- Ensure 1-1 meetings are scheduled for Leadership Team members with the CEO
- Assist with requests for changes in scheduled meeting times



Project Support & Research and Analysis

- Assisting with project planning, tracking progress, and coordinating team efforts
- Gathering relevant information, preparing reports, and conducting research to support decision-making.

Travel Arrangements

- Booking flights, accommodations, and transportation for business trips.

Team Building & Proactive Problem-Solving

- Organizing team events and activities to foster collaboration.
- Identifying potential issues and proactively addressing them before they become major problems.

Who You Are

Qualifications & Experience include:

- A diploma or certificate in office/business administration
- In depth understanding of office routines and procedures
- Knowledge of workings of a Board, Committees, and budgets
- A minimum of 5 years' experience providing administrative support to senior level staff
- Experience acting as administrative secretary to committees
- Experience documenting procedures and processes
- Exceptional problem-solving skills and an innate ability to critically think
- Excellent written and verbal communication skills to effectively interact with diverse stakeholders, including senior executives, board members, donors, and staff.
- Strong ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines in a fast-paced environment.
- Advanced knowledge of Microsoft Office 365, calendar management tools, and CRM systems.
- Ability to handle sensitive information with utmost discretion and professionalism.
- Familiarity with the non-profit sector, including board governance.
- Meticulous attention to detail to ensure accuracy in all administrative tasks.
- Class 5 driver's license and own vehicle

The Details

The role will be working out of our Business Office with hours of work from 8:30 A.M. to 4:30 P.M. Monday to Thursday and 8:30 A.M. to 2:30 P.M. on Fridays. WIN House offers a pet-friendly, team-oriented working environment.

The salary range for this position is \$75,000 - \$85,000 per year combined with a comprehensive extended health benefit package and pension plan.

Prerequisites

The successful candidate will be required to submit a Criminal Record Check and must be willing to sign an Oath of Confidentiality.

How to Apply

Please submit applications to hr@winhouse.org by 16:00 (4:00 pm) Tuesday, April 2, 2025.

We thank all applicants for their interest, however, only those shortlisted will be contacted.

WIN House is committed to making diversity, equity, and inclusion a central part of everything we do – from how we deliver services to how we build our teams. We strive to have a workforce that is representative of those we serve, and of our communities. We encourage applications from all qualified applicants including women, disabled people, Black, Indigenous, People of Color, people from the



2SLGBTQIA+ community, and other equity-seeking groups. If you require accommodation during the application process, please reach out to hr@winhouse.org.

WIN House operates in several locations throughout Amiswacîwâskahikan on Treaty 6 territory, the territory and gathering place of diverse Indigenous peoples including the Papaschase, Cree, Nakota Sioux, Dene, Ojibway, and many others, and the homeland of the Métis Nation.