

Volunteer Title:	Executive Assistant	Position Class:	Coordinator
Division:	Officers	Department	
Reports To:	Officer	Term:	N/A
Volunteer Job Description			
<p>Purpose:</p> <p>The Executive Assistant for each functional Officer of the Organization is responsible for all support systems (coordinating, preparing, filing, presentation, correspondence, research, collaboration).</p> <p>Duties:</p> <ul style="list-style-type: none"> • Assisting with the scheduling and coordination of all meetings. • Creation and maintenance of effective filing systems within SharePoint. • Conducting research when requested to do so. • Construct and collaborate on all administrative policies and processes. • Meet with individuals, special interest groups and others on behalf of the Officer. • Support and collaborate with any other administrative volunteers. <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Honest, trustworthy and reliable • 3 years of administrative experience is required within a team or collaborative environment. • Post-secondary education related to administration or business would be an asset. • Effective verbal, active listening and collaboration skills are a must. • Ability to travel on occasion, dependent on meeting locations. • Excellent typing skills and computer awareness, including Microsoft Office. • Willingness to learn, grow and develop professionally with a forward thinking and very collaborative team. • An understanding and respect for Pride Winnipeg Inc. and its mandate, vision and mission. • The ability to take direction in a fast paced environment is a must. • Must be able to take initiative, fill into other roles and responsibilities where required. • Ability to initiate and develop relationships with key stakeholders of Pride Winnipeg Inc. • Knowledge of or a willingness to learn about the Community Members, Groups and Partners that Pride Winnipeg Inc. serves. 			