



CEO EXECUTIVE ASSISTANT

Position Summary

JFS is seeking an Executive Assistant to provide comprehensive support to the CEO. The Executive Assistant must be creative and enjoy working within an entrepreneurial environment that is mission-driven, results-driven and community oriented. This could be a great fit for you if you have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a calm balance among multiple priorities.

JFS

JFS has been enhancing the quality of life for individuals and families in the Lower Mainland for 83 years. The agency delivers a continuum of social service programs to the Jewish and broader community, throughout the Lower Mainland. JFS has a long-standing reputation for creative and professional response to community needs. JFS is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

Benefits & Compensation

JFS offers a competitive benefits package including generous paid time off, paid sick days, paid health and dental benefits, and RRSP matching. This is a full-time position, 35 hours per week. Salary is commensurate with experience.

Duties and Responsibilities

Reporting to the CEO, the Executive Assistant is responsible for:

- Completing a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the organization, including: calendar management; assisting with special projects; designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense and mileage reports
- Serving as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature
- Prioritizing and determining appropriate courses of action, referral, or response, exercising judgement to reflect CEO's style and organizational policy and culture
- Working closely with the CEO to keep them well informed of upcoming commitments and responsibilities and following up appropriately
- Anticipating the CEO's needs in advance of meetings, conferences, etc.
- Prioritizing inquiries and requests while troubleshooting conflicts
- Making judgements and recommendations to ensure smooth day-to-day engagements
- Facilitating positive relationship building in CEO relationships; including stakeholders, staff, board members, external partners and donors



- Working closely with the Director of Operations & Admin team to ensure departmental coordination
- Other tasks as required

Requirements and Qualifications

- Exceptional organizational skills and impeccable attention to detail
- High degree of professionalism in dealing with diverse groups of people, including board members, senior executives, staff, community leaders, donors, and funding partners
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners and donors
- Ability to complete a high volume of tasks and projects with little or no guidance.
- Ability to react with appropriate levels of urgency to situations and events that require quick response or turnaround
- Able to maintain a high level of integrity and discretion in handling confidential information
- Excellent judgment is essential
- Ability to switch gears at a moment's notice
- Strong work tenure: five to 10 years of experience supporting C-Level Executives, preferably in a non-profit organization
- Basic accounting skills including the ability to prepare and review budgets
- Strong computer skills and tech savvy – deep understanding of Excel, Word and Internet tools
- Occasional evenings and weekends as required

Start Date

November 2021

To Apply

If you are qualified and interested in this opportunity, please forward a cover letter and resume quoting "Executive Assistant" to Rachel Shanken, Director of Operations at jobs@jfsvancouver.ca by November 8, 2021. Please note that only qualified candidates considered for an interview will be contacted.