

## **Executive Administrator Job Description**

The Executive Administrator manages the efficient administration of the Downtown Eastside Women's Centre including the office of the Executive Director and Board of Directors. The position facilitates the flow of information, prepares correspondence and reports, coordinates department events, and manages calendar, acting as administrative liaison with other DEWC dept. and contacts.

This hands-on role is responsible for overseeing all day-to-day administrative matters relating to the Executive Director and Board of Directors. She will be an active member of the leadership team, reporting directly to the Executive Director and working closely with the Board of Directors.

### **Key Duties & Responsibilities**

- Provides administrative support to the Board of Directors and Committees including coordinating meetings, maintenance, and distribution of minutes and correspondence, and compiling management reports.
- Updates and maintains all governance and society documents including DEWC's By-Laws and Constitution.
- Liaise with the BoD and ED to organize the Annual General Meeting and Special Meeting including preparing documents and reports, organizing the logistics, and taking minutes.
- Facilitates the flow of information with other DEWC dept., prepares correspondence and reports, coordinates department events, and manages calendars for the ED and BoD.
- Assists the department with business system development and updates to meet evolving needs, ensuring IT and software maintenance, upgrades, and improvements
- Plans and coordinates leadership and/or admin team meetings; lunch and learns; team building events, including establishing agendas, coordinating and distribution materials, and arranging logistics
- Acts as the key contact person for general telephone and website enquiries for the ED and BoD.
- Manages the flow of information between the Executive Director and Board of Directors, with the DEWC Leadership team and other DEWC departments.
- In collaboration with the Director of Finance, processes and facilitates necessary documents with bank to update cheque signers, etc
- Maintains records, reviews and, up-dates when appropriate, authorizations with bank and CRA..
- In collaboration with the DEWC leadership team, liaise with the Auditor to support the Annual Audit, including facilitating and/or preparing the Audit binder, contract verifications, obtaining signing documents from bank. Prepares minutes, contracts, and insurance verification for audit review.
- Other duties not specified that may be assigned from time to time

**Qualifications required:**

- 3+ years experience in an similar Administration role
- Demonstrated administrative skills, including report writing
- Efficient organizational skills including record keeping, scheduling, and problem-solving abilities
- Strong computer and IT skills including Office365, Salesforce, Word, Excel, and QuickBooks
- Substantial experience in database use and management
- Must have a strong working knowledge and analysis of the issues impacting women in the downtown eastside, including violence against women, mental health, homelessness, and addictions
- Candidate must work from strong feminist analysis and within an anti-oppression framework
- Strong conflict resolution skills and practice
- Excellent communication skills required, including the ability to work in a respectful and cooperative manner with co-workers, and centre members
- Ability to work within a chaotic environment and with a diverse community of women
- A First Aid certificate is required
- Women with addiction issues need to be at least 2 years clean and sober
- Candidate must undergo a criminal record check
- Hourly position that requires some work outside of normal business hours to undertake position responsibilities, meet deadlines, and ensure delivery of high-quality programs and services.

**Position reports to:            Executive Director**

**Organizational Status**

The Downtown Eastside Women's Centre operates on the unceded & ancestral Musqueam, Squamish & Tsleil-Waututh Territories (*xʷməθkʷəy̓əm*, *Skwxwú7mesh*, and *səlilwətaʔ*), to provide a safe, non-judgmental environment for women from all walks of life, who live and/or work in the Downtown Eastside. To achieve this goal, DEWC provides supportive surroundings with meals, shelter, advocacy and programs which nurture and empower members. The Downtown Eastside (DTES) as a neighborhood is well-known within Vancouver and even across Canada for its disproportionate levels of poverty, gender based violence, and extreme marginalization. Home to populations made vulnerable including those who are homeless, have mental illness, and/or with addictions, it is also a place known for its creativity, community activism, and tenacity in the face of tremendous stigma. DEWC staff are called to enhance connections and collaboration and promote an atmosphere of safety in all aspects of their work.

DEWC acknowledges that our work environment is directly impacted by all forms of oppression and the impact of colonialism where staff will be witness to women's trauma and the consequences of injustice.