



Job posting: Executive Assistant, Permanent, Part-time (29 hrs/week)

Shortgrass Library System is looking for a forward-thinking Executive Assistant (EA) with great attention to detail to provide administrative and bookkeeping support for the organization.

The successful candidate should have experience working for not-for-profit organizations and superior organizational, customer service, problem-solving, and communication skills to ensure their success and the success of those supported by the position.

Reporting to the Chief Executive Officer, the Executive Assistant has responsibilities in 3 main areas:

- board support,
- administrative, financial & payroll support, and
- facility support.

The EA is responsible for compiling and distributing information for the monthly Library System Board package, as well as acting as the recording secretary at board meetings. On the administrative side, the EA provides confidential administrative support to the CEO and Library Management Team and acts as a communication hub in the organization. The EA also coordinates facility maintenance, supports the CEO in procuring cost estimates for necessary repairs/upgrades and is in charge of handling all event-related arrangements, such as catering, room bookings, etc.

Qualifications:

- While the preferred qualification for this position is a Bachelor's degree and/or Business Administration diploma, candidates holding equivalent education and experience relating to the position may also be considered.
- A **minimum** of five years of bookkeeping experience.
- Knowledge of/experience with Simply/Sage and spreadsheets is a must.
- Computer skills in a Windows environment, including knowledge and experience using office equipment such as PCs, printers, scanners and photocopiers, Microsoft Office, Google App, and the Internet.
- Excellent customer service.
- Adept at problem solving, planning and coordinating.
- Excellent communication skills, both oral and written.
- Self starter who meets timelines to ensure that initiatives are completed on time.
- Experience working with community leaders, non-profit and/or volunteer Boards.
- Ability to handle sensitive and confidential information in a professional manner.
- Knowledge of FOIP guidelines for the non-profit sector.
- Ability to work well in a busy team environment.
- Adaptable and highly organized.

This part-time position has a workweek of 29 hours and a competitive salary range starting at \$37,600. The position is eligible to participate in an extended benefit plan, as well as a pension plan. The successful candidate's salary will be determined based on experience and education. The anticipated start date for this position is May 1st, 2017.

Must provide a criminal records check and have a clean driving record.

All qualified candidates are encouraged to apply via email, including a cover letter, resume and contact information for 3 references by April 13th, 2017 to:

Petra Mauerhoff, CEO Shortgrass Library System

petra@shortgrass.ca

Absolutely no phone calls or in person visits, please.

Shortgrass Library System thanks all applicants for their interest, however, only those applicants selected for an interview will be contacted.