



## **The POSITION**

Speech-Language & Audiology Canada (SAC) is a national non-profit association that represents over 6,400 communication health professionals (speech-language pathologists, audiologists and communication health assistants). The association is currently seeking a dynamic and experienced Executive Assistant to join its team. This is an excellent opportunity for someone who thrives on challenge, enjoys working in an energetic environment and has exceptional organizational skills.

Reporting to the Chief Executive Officer (CEO), the Executive Assistant is responsible for facilitating the effective and efficient day-to-day management of SAC's executive office. The successful candidate will primarily be responsible for office administration, collaborating with the CEO on governance initiatives as well as preparing Board and committee meeting documentation and minutes.

## **KEY RESPONSIBILITIES**

### **Office of Chief Executive Officer**

- Manages the office of the CEO including calendar management, scheduling and project prioritization.
- Participates in scheduling and coordination of ongoing activities for SAC (workload, planning meetings, etc.).
- Drafts letters, briefs, presentations and documents, as required.
- Coordinates agendas, meetings (including teleconferences) and activities for the CEO.
- Ensures follow-up to meetings (e.g., tasks generated, minutes, etc.).
- Coordinates travel arrangements for the CEO.
- Works in collaboration with the CEO and the COO on special projects and key initiatives, (operation plan, annual planning calendar, etc.).

### **Board of Directors, Executive, Standing and Ad Hoc Committees**

- Performs administrative tasks as required to support the Board of Directors in reaching their goals.
- Organizes Board, Executive Committee and Governance and Nomination Committee meetings/teleconferences: scheduling, preparing agendas, and coordinating background material for meetings/teleconferences, taking minutes, coordinating and distributing packages prior to each meeting.
- Administers the volunteer management program.

- Responds to all routine enquiries (calls and emails) and refers complex issues to appropriate personnel.
- Acts as an information resource for the team.
- Knowledgeable of SAC policies and procedures.
- Attends in-person meetings and takes and prepares minutes for both in-person meetings and for recorded meetings.
- Coordinates travel arrangements for Board Directors.
- Archives all Board and committee information.

**Pan-Canadian Alliance, Clinical Research Grants Committee, International Communication and other affiliate groups (during SAC's rotation)**

- Performs administrative tasks as required to support the Pan-Canadian Alliance and the Clinical Research Grants Committee to achieve their goals.
- Responds to all routine enquiries (calls and emails) and refers complex issues to appropriate personnel.
- Participates in scheduling and coordination of ongoing activities.

**Other Administrative Tasks**

- Landlord liaison for general inquiries and for conference room bookings.
- Administers complimentary registrations to the conference (Directors, VIPs).
- Coordinates office supply purchases (other than fixed assets).
- Administers the phone system
- Acts as back-up for administration of office equipment, i.e., copier, mailing machines.

**DECISION-MAKING AUTHORITY**

- Organizes workload and sets own priorities to meet deadlines on a number of concurrent activities.
- Makes administrative decisions on behalf of management.
- Recommends action and procedural changes as appropriate and necessary.
- Makes independent decisions, as appropriate, related to the above responsibilities.

**EDUCATION & EXPERIENCE**

- Completion of an Executive Office Administration Diploma Program or equivalent diploma or degree.
- A minimum of 5 years of practical experience.
- Experience working with non-governmental organizations, particularly with professional not-for-profit associations.

- Experience working with a CEO, Board of Directors and volunteer committees.

## COMPETENCY REQUIREMENTS

- *Communication Skills* – Excellent written and verbal English communication skills.
- *Organizational Skills* – Extremely well-organized and detail oriented. Ability to set priorities, work under pressure and meet firm deadlines.
- *Problem Solving* – Ability to develop and communicate solutions/responses to diverse problems/requests.
- *Initiative* – Displays a high level of initiative with the ability to recognize and anticipate what needs to be done.
- *Computer Skills* – Excellent understanding of Windows, Word, Excel, Outlook and PowerPoint.
- *Interpersonal Skills* – Congenial personality with the ability to get along with many different types of people.
- *Sound Judgement* – Ability to respect strict confidentiality and work with discretion.

***Bilingualism (English/French) is an asset for this position.***

## SPECIAL CONDITIONS

The work within the scope of this position requires an individual with a flexible work schedule, who can work some evenings/weekends, when required. The Executive Assistant may be asked to do some travel, but extensive travel is not required. **This position is based in the Ottawa office.**

## HOW TO APPLY

SAC is equal opportunity employer that respects the dignity and independence of people with disabilities and provides accommodation and support to persons with disabilities throughout the recruitment and selection process.

If you think your personality, skills, education and experience make you the person for the job, we'd love to hear from you!

Please send your résumé and a cover letter explaining why you would be a great addition to our team along with your salary expectations to [careers@sac-oac.ca](mailto:careers@sac-oac.ca). Priority consideration will be given to candidates who apply before August 28th. We ask that you send in your application as soon as possible!