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YEARS
1973-2023

**RAINBOW
RESOURCE
CENTRE**

Rainbow Resource Centre nurtures inclusive spaces for 2SLGBTQ+ communities to thrive.

Job Title: Executive Assistant (out-of-scope)

Reports to: Executive Director (ED)

EFT: .8

Position Mandate: Rainbow Resource Centre's 2022 Strategic Plan outlines three key goals – to provide services and resources that respond to identified need, to create space for communities to meet, organize and support individuals, and to advocate with and on behalf of the 2SLGBTQ+ community.

The Executive Assistant provides comprehensive support to the Executive Director. The EA ensures smooth operations and maintains a high standard of professionalism, confidentiality, accuracy and interpersonal skills. The EA will develop a sound understanding of the Executive Director's responsibilities and proactively manage the ED's administrative tasks in addition to actively supporting the Centre's strategic initiatives and objectives. This role is out-of-scope due to access to confidential information related to labour relations.

Key Responsibilities

- Manage and prioritize the ED's calendar, ensuring effective use of time by coordinating meetings, interviews, tours and events.
- Prepare Board and committee meeting agendas, attend meetings, take minutes and noting action items
- Manage relationships with internal and external stakeholder through written correspondence behalf of the Executive Director
- Review calls for proposals, documentation and research and analysis on behalf of the Executive Director
- Confidential document management including editing, formatting and proofreading
- Manage travel arrangements and workflow optimization on behalf of Executive Director
- Expense management: create cheque requisitions for the entire senior leadership team and submit expense claims
- Assist in the planning and management of projects on behalf of the Executive Director
- Manage timelines in relation to the ongoing capital campaign and Centre strategic operations
- Confidential electronic final management

P: 204.474.0212 TOLL-FREE: 1.855.437.8523

545 Broadway, Winnipeg, MB R3C 0W3



RAINBOW RESOURCE CENTRE

Skills and Qualifications

- Minimum of 3 years of senior administrative assistant experience
- Strong communication skills, both written and verbal
- Exceptional organizational skills, attention to detail and high level of accuracy
- Discretion and ability to handle confidential information including HR files
- Proficient in time management and prioritizing tasks
- Demonstrated ability to work independently and as a member of a multi-disciplinary team.
- Professional and diplomatic when interacting with internal and external stakeholders
- Ability to anticipate needs and proactively support senior leadership
- Valid full class 5 driver's license and access to a car preferred

Education/Experience

- Post-secondary education in Business/Administration or related work experience or minimum of 3 years directly related administrative experience and senior level executive support.

Working Conditions: This role is a combination of in-person and remote work. Working hours are generally between 9:00am-5:00pm, Monday-Friday, however candidates must be available for some evening and weekend work.

Salary: \$39,000-\$43,713 (\$25.00-\$28.021 hourly)

Rainbow Resource Centre strives to represent the community we serve. We prioritize applications from, Métis, Inuit, person of colour and/or 2SLGBTQ+. If you require an accommodation for the recruitment/interview process (including alternate formats of materials or accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.

Apply by: July 5th 2024 4:00pm

Please submit proposal or cover letter and resume to the attention of:

Liana Lutz
Finance and HR Manager
accounting@rainbowresourcecentre.org

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