

THE SISTERS OF SAINT ANN
(www.ssabc.ca; www.ssacong.org)

POSITION: Executive Assistant

LOCATION: Victoria, BC

PART-TIME: 30 hours per week

THE ORGANIZATION: A not-for-profit corporation, The Sisters of Saint Ann is also a canonical entity, called St. Joseph's Province, of the religious congregation known as The Sisters of Saint Anne which is based in Lachine, QC. The administration of the corporation of The Sisters of Saint Ann is located in Victoria, BC. At this time, the 26 Sisters of St. Joseph's Province live in Victoria, and further their mission of being a presence of hope, compassion and justice.

POSITION SUMMARY

Reporting directly to the Executive Director, this role is vitally important to the efficient operation of the Corporation's administrative office. This role is pivotal, involving a broad range of tasks and activities and interacting both directly and indirectly with many diverse internal and external stakeholders. The ideal candidate is enthusiastic, industrious, detail-oriented, and open to opportunities to develop and grow. The desire to be of service to others is essential to this role as the Sisters of St. Ann deeply value caring and conscientiousness in the smallest of tasks and the simplest of transactions.

KEY RESPONSIBILITIES

General Administrative Support
Premises Management
Project Participation
Social Media and Website Support

CORE COMPETENCIES AND QUALITIES

- Solution-oriented, responsive, takes initiative
- Highly organized and detail-oriented
- Technical skills: understanding of how to use and leverage social media; highly proficient in MS Word, Excel, PowerPoint, Outlook
- Ability to work collaboratively with a strong service orientation
- Strong communication skills with both verbal and written proficiency in English; demonstrated strength in spelling, grammar and vocabulary; French language skills are considered an asset
- Undergraduate degree OR equivalent life/work experience
- A minimum of 3-5 years of experience in a key administrative role in a complex environment

Competitive Salary (commensurate with experience) and benefits are offered. Interested applicants are asked to email a resume and cover letter in confidence to ExecutiveDirector@ssabc.ca by Monday, May 20, 2019. We thank all applicants for their interest, however only those being considered for the role will be contacted directly.

Tentative start date June 2019.