



Employment Opportunity – PEI Alliance for Mental Well-Being

Position: Executive Assistant and Board Secretary

Location: Charlottetown, PE

Term: Full-time position

Hours: 37.5 hours per week - May include occasional evening/weekend work

Compensation: from \$31.25/hour plus a comprehensive benefits package

About the organization

The PEI Alliance for Mental Well-Being is an independent, incorporated non-profit organization working to build the resilience and mental well-being of Islanders, their families, and communities. We provide leadership, coordination, and communication related to mental well-being on PEI through championing the science of resilience and fostering collective impact across sectors.

The Alliance's Focusing Action for Positive Change Grant Program is a funding mechanism that supports projects and initiatives that focus on building and strengthening the resilience of individuals, families, and communities to help improve well-being outcomes for all Islanders.

About the Role

The Executive Assistant and Board Secretary works as an integral member of the Alliance team and plays a critical role in supporting the success of the organization. The incumbent is responsible for exercising strong decision-making skills to provide executive level support to the Executive Director and the Senior Management Team. As Board Secretary, the incumbent coordinates information management for the Alliance Board of Directors.

Main Responsibilities

- 1. Executive Support** – The incumbent will expand the Senior Management team's strategic capacity, ensuring everyone's time is being spent on the highest priority needs. Duties include:
 - proactively gathering background needed to support efficient decision-making for the Executive Director and the Board;

- preparing confidential materials/documents including draft communications, letters, reports
- assisting in managing internal and external correspondence, drafting and distributing responses as required;
- reviewing documents, reports, and correspondence for format, content, grammar, spelling and making edits as necessary;
- preparing for meetings, including collecting and compiling agenda information to ensure everyone has the key information they need to succeed;
- liaising with Senior Management to ensure follow up with respect to issues that need to be brought forth at appropriate meetings.
- record keeping and maintenance; including taking meeting minutes and managing distribution of meetings materials and minutes;
- obtaining necessary signatures from the senior management team, Board members and committee members for legal documents, contracts, etc.;
- acting as the first point of contact for the Executive Director's office including receiving and screening inbound telephone calls and e-mails;
- managing the Alliance information email account;
- managing the Executive Director's calendar, vetting requests from both internal and external stakeholders;
- assisting with the logistical planning for senior management activities including meetings, seminars, workshops, special projects and events; and
- arranging travel plans for Senior Management and Board members.

2. Board Governance – The incumbent will support the success and efficiency of the Board of Directors in the provision of administrative support to the Board of Directors: Duties include:

- providing logistical leadership for the Alliance Board of Directors, including all board meetings, executive meetings, board training and retreats;
- coordinating Board communications as directed by the Executive Director, Chair or the Committee Chairs;
- ensuring Board governance principles and procedures are met;
- supporting the Board Chair and Executive Director with anticipated needs to advance the strategic direction of the Alliance;
- managing the timely preparation, compilation and distribution of all Board materials before and after each meeting;
- preparing, obtaining required approvals and distributing meeting minutes in a timely manner; and
- maintaining and updating Board manuals, contact and committee lists.

Job Requirements

Applicants must have:

- Post-secondary Diploma in Office Administration OR an equivalent combination of education and experience;

- Experience working in a senior administrative capacity reporting directly into Senior Leadership;
- Experience in the non-profit sector and/or supporting a Board of Directors;
- Strong and reliable technical skills and proficiency in a variety of applications and platforms, including: Microsoft Word, Excel, PowerPoint, Outlook, and Teams; Zoom; Adobe Creative Suite; CRM; and DocuSign.

You must also have:

- High level of personal integrity and diplomacy including the ability to exercise tact and discretion with confidential information;
- Excellent communication and interpersonal skills;
- Strong critical thinking skills with impeccable attention to detail and accuracy;
- High degree of motivation with the ability to use initiative and self-management skills to work effectively independently with minimal direction;
- Committed team player with the ability to pivot quickly and stay calm under pressure in a fast-paced work environment;
- Ability to support the Alliance's values to ensure a culture that champions equity, diversity and respectful workplaces.

Other assets:

- Ability and willingness to travel across PEI; and
- Ability to work occasionally outside of standard business hours to attend meetings and events.

What We Offer

The Alliance is a hybrid work environment. In addition to a competitive salary and a rewarding career where you can truly make a difference, we offer a comprehensive benefits package that meets the various needs of our diverse employees, including paid vacation and personal days; health and dental benefits; employee and family assistance plan, RRSP matching.

How to Apply

Please submit a cover letter and resume/CV to Bonnie Lipton-Bos at Bonnie@afmwb.com with the subject line as Executive Assistant and Board Secretary.

The Alliance believes that a strong commitment to diversity and inclusion enables us to truly have a positive impact on the well-being of everyone. We strongly encourage applications from Indigenous peoples, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We appreciate your interest and thank you for your consideration; however only applicants selected for an interview will be contacted.

