



MCC Service Opportunity

Assignment Title:	Executive Assistant	Term:
FTE:	1	Indeterminate
Agency:	MCC BC	
Location:	Abbotsford, BC	

Start Date: December 16, 2021

Nelson/Kraft & Associates is assisting MCC BC in their search for an Executive Assistant.

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active participation in a Christian church or Christian community; and nonviolent peacemaking. MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.

Job Details:

This position supports the Executive Director (Chief Executive Officer – CEO) in agency wide duties related to engaging MCC BC's supporting constituency, board and board committee functions, MCC Legacy Trust subsidiary enterprise relations, broader MCC collaboration across Canada and international programs, as well as MCC BC Leadership Team activities related to strategic planning, policy development, risk management, and operations related to programs, finances, property management, human resources, social enterprises, advancement and office management. In this role, the Executive Assistant must ensure appropriate confidentiality and a high standard of communication with individuals and groups that relate to the Executive Director. This role functions in a fast pace environment that requires multi-tasking and ongoing flexibility.

This full-time (37.5 hours/week) salaried position is accountable to the Executive Director based in Abbotsford, BC. Only candidates currently eligible to work in Canada will be considered.

General office hours are 8:30 am - 4:30 pm. Some evening and weekend work will be required.

Qualifications:

Education: Bachelor's Degree is strongly preferred.

Documentation: Satisfactory police record check will be required.

The successful applicant will have several years of experience as an Executive Assistant or Project Manager or a related role that requires excellent organizational skills, analytical abilities and collaborative working relationships, with a high degree of proficiency and/or willingness to learn in the following areas:

Organizational awareness: A solid understanding of the activities of MCC BC, MCC Legacy Trust and subsidiary relations, a general awareness of the activities for MCC as a whole, and the initiative to be a pro-active learner. In addition to learning about operational activity there is also the need to understand decision making processes of MCC that relate to the Executive Director such as the function of AGM, Board, Committees, Leadership Team and the broader MCC organization.

Initiative: Ability to take initiative and anticipate tasks that need attention, know when to ask for advice and consent, develop systems to track action items for the Executive Office and follow up with the Executive Director.

Communications: Good listener, ability to follow key issues and summarize, strong oral and written communication skills, good speed and accuracy entering data and developing reports, good spelling and proof reading, ability to take minutes for various meetings and draft correspondence.

Working Relationships: Ability to establish, sustain and foster pleasant and effective working relationships with the team in BC, MCC BC subsidiary relations, MCC counter parts, community leaders, pastors and constituents to assist the work of the Executive Director. Healthy and pro-active approach to problem solving in working relationships.

Teamwork and Collaboration: Ability to work collaboratively with others as part of a team, with some tasks being highly integrated with the work of the Executive Director, working in a supporting role in most responsibilities and taking the lead role in some areas.

Problem solving: ability to analyze and synthesize information to understand issues, identify options and support sound decision making, ability to identify problems and to present solutions.

Planning and organization: Detail-oriented with strong organizational skills; ability to take general direction and anticipate details that will need attention; ability to create systems to organize information and track priorities.

Technical expertise: proficiency and ability to learn standard office equipment, information technology, social media, video conference platforms, and computer software such as word processing, spreadsheets, databases, power point and others, able to format documents for presentation, good trouble-shooting abilities.

Duties:

General Responsibilities:

- Support the Executive Director in all areas and handle a wide range of sensitive information with a high degree of professionalism and confidentiality as appropriate
- Develop positive relationships with staff, volunteers, board members, donors, pastors, churches, community partners and the general public in a manner that is in keeping with Executive Director's expectations and MCC values.
- Participate in staff meetings, retreats, and other functions and on occasion lead devotions if requested and able.
- Attend MCC functions and act as a representative to donors, constituents and the general public when hosting at events and handling general inquiries.
- Support the Executive Director in developing the agenda and priorities of the Leadership Team and participate in meetings as needed.

Meetings, Minutes and Follow-up :

- Plan and implement logistics related to the Annual General Meeting, including official notice, tracking membership, on-line and on-site registration, arranging catering, setting up displays and assisting with the coordination of workshops, speakers, sound systems, audio visual equipment and other items as needed.
- Manage the membership list in co-ordination with the Executive Director to ensure members are added and removed with due process and in compliance with MCC BC By-laws and the BC Societies Act.
- Coordinate the compilation and distribution of the AGM package in collaboration with the Executive Director.

- Prepare for board meetings, including formatting and distributing of materials provided for board packages, confirming attendance, organize video conferencing, coordinating refreshments, taking minutes, tracking action items, and assisting the Executive Director with follow-up.
- Preparation for committee, staff and leadership team meetings, including scheduling, reserving meeting space, taking minutes and assisting the Executive Director with priorities and action items for follow up.

Coordinating Schedules and Communications:

- Help track and schedule meetings for the Executive Director related to the Board of Directors, Board Committees, Leadership Team, MCC BC staff meetings, Canadian Leadership Team, Canadian Executive Directors, Canadian Round Table, Executive Director Network and others as needed.
- Track leadership team vacation and away schedules to help ensure coordination.
- Help monitor incoming communications to the Executive Director (mail, e-mail, fax, phone), assist in tracking action items and priorities that need attention by the Executive Director, and assist with follow-up as requested.

Record Keeping:

- Record keeping for the Executive Office including paper and electronic files for the Executive Director, keeping the official records for the AGM and Board, as well as organizing other resources and information as needed.
- Organize and manage corporate records of MCC BC as well as documents related to shareholder related documents and records related to subsidiary companies in collaboration with the Executive Director, the Director of Finance and Administration and MCC BC legal counsel who are supporting record keeping and reporting requirements.
- Support the Executive Director in all of the legal processes and record keeping needed for MCC BC as the charity and shareholder in the receiving of donated revenue generating property related to Legacy Trust, as well as shareholder related decisions and documentation related to the subsidiary corporate structure.
- Coordinate culling, storage and access to the official Archives of MCC BC under the general supervision of the Executive Director and relevant MCC leadership team members in keeping with MCC policy, and agreements with the Mennonite Historical Society.
- Assist with the organization of the resource library at the MCC BC office for staff and general use.

Data Management :

- Track, enter data and generate reports related to speaking and meeting with churches and donors for the Executive Director and other staff as needed.
- In collaboration with Advancement, track and maintain a database of contact information for pastors and churches to enable periodic communications by the Executive Director.
- Maintain contact information as needed for the Executive Office.

Constituency Relations and Special Events:

- Lead in the organization of events and activities when initiated by the Executive Office, including promotion, invitations, booking and setting up space, making arrangements for food, and other meeting logistics.
- Assist with the preparation of presentations, including research on topics, assembling power points and other presentation materials.
- Assist with donor and constituency inquiries when needed; assist with the creation of promotional materials as requested and able.
- Assist with calls and inquiries from donors, articulating MCC's mission and values, as needed.

Planning and Reporting:

- Collaborate with the Executive Director in the planning process by coordinating the input for the annual plan with the Leadership Team and other direct reports, formatting data and narrative reports for

presentation to the LT and Board, and develop the same for the MCC Canada planning and reporting format.

- Initiate the collection and formatting of data for the quarterly dashboard report and annual reports for the Board of MCC BC as well as collecting and formatting data for the annual report to MCC Canada. Provide a critical eye to the relevance of data and make suggestions to improve the value of planning and reporting.
- Collaborate with the Executive Director in the development of the annual enterprise risk management plan by coordinating input from the leadership team and other direct reports who are risk managers, and initiate the collection of data and narrative information for the risk management report. Monitor risk management expectations of MCC in general and the filing of risk management plans and reports with MCC. Provide a critical eye to the risk management plans and provide suggestions for improvements.

General Support:

- Provide routine trouble shooting for computer programs for the Executive Director as needed.
- Assist with general administrative duties such as making travel arrangements, submitting expense claims, and booking meeting rooms, equipment and vehicles, as needed.
- Arrange accommodations for MCC guests, as needed.
- Provide back-up for receptionist coverage during breaks or illness when needed and able.
- Other duties assigned by the Executive Director.

How To Apply

Please submit your resume & cover letter highlighting how your skills relate to the responsibilities for the position and how you align with the mission of the organization through [Executive Assistant - MCC BC | Mennonite Central Committee Canada \(mcccanada.ca\)](#).

Please ensure you select **Executive Assistant position** once you have registered. For more information, contact Sophie Tiessen-Eigbike, MCC BC HR Director at hrmanager@mccbc.ca or call 604-850-6639.