



Role: Executive Assistant
Salary: Commensurate with experience

Reports to: Chief Executive Officer
Weekly Hours: 37.5 Hours per week

ABOUT SHALOM VILLAGE:

Shalom Village is a non-profit campus of care that specializes in the health and wellbeing of Hamilton area seniors. We provide an unwavering commitment to making every day the best day possible for the seniors who depend on Shalom Village services and programs.

Through their dedication, training and commitment to seniors, our team members transform the lives of older adults through a variety of programs and services, including long-term care, senior living apartments, fitness, community wellness and social programs.

Our long-term care services provide a homey environment and programs for frail seniors, while our assisted living apartments are perfect for more active seniors. Our fitness and community programs support local seniors living at home, while also providing the opportunity to socialize with their peers, learn new skills, and stay healthy and fit. ***Shalom Village is here to help create moments that matter for every senior!***

****Founded by the Jewish Community, for the benefit of all seniors throughout the Hamilton Region, our Jewish values and traditions ensure that all residents & participants, benefit from the respect, compassion, and dignity inherent in the Jewish faith. We welcome and celebrate individuals from all backgrounds, faiths and cultures.**

MISSION, VISION & VALUES

Our Vision: Honouring our Fathers and our Mothers

Our Mission: To provide opportunities for the continuity of life interests, values, and relationships for those who need supportive housing, long term care, convalescent care, adult day services and specialized fitness facilities within the context of Jewish Values and Kashruth. We want all those who need our services to feel AT HOME.

Our Values: At Shalom Village we use the acronym AT HOME to provide a clear link between our vision, mission, values, and most importantly how these guiding principles are brought to life for all our stakeholders.

- **Acknowledge:** We will listen to each other and commit to being approachable, trustworthy, and helpful while valuing each person's contributions, perspectives and differences.
- **Together:** We will support each other and believe that together we can achieve anything.
- **Home:** We will create a feeling of comfort, trust, familiarity, and safety that honours Jewish Values and brings about each individual person's feeling of being at home.
- **Organization:** We will strive for learning, innovation, accountability, transparency, and excellence.
- **Memories:** We will share memories and create new ones through relationships, sharing, and celebrations.
- **Enablement:** We will empower, encourage, and focus on each other's strengths to make possibilities possible and accomplish our goals.

As a charity that depends on donor support, Shalom Village Staff play a vital role in our ability to deliver the lifesaving programs that benefit Shalom Village residents and participants. It is crucial that staff members believe-in the power of philanthropy to bring people together to support the hundreds of seniors, and family members whose lives we impact every day. Our staff members are important ambassadors, donors, and members of the Shalom Village Family. We encourage all staff to join us as we harness the power of philanthropy to help us build a thriving community for our seniors, our families, and our staff.

Executive Assistant

Acknowledged · Together · Home · Organization · Memories · Enablement

www.shalomvillage.ca

Reporting to the Chief Executive Officer (CEO), this role will provide confidential, executive administrative support to the CEO, Executive Director of the Shalom Village Foundation, as well as occasional support for the Executive Leadership Team. In addition, the Executive Associate will serve as the secretary to the Board of Directors.

This role will include: complex calendar management and work flow activities, accurately compiling, transcribing and word-processing of correspondence, drafting documents and proposals, preparing spreadsheets, meeting packages and presentations. Functions to support the executives will include scheduling appointments, meetings, minute taking, receiving reports and information and disseminating and distributing them. The role will require working closely with these executives and the team members who support them.

The role will require providing administrative support and preparations for various committee meeting and board reports. In this role, will handle confidential information, constructing meeting packages that flows to the committees and the Board of Directors and assist with the achievement of project goals. Role requires the ability to respond and relate to external partners and donors. This role contributes to ensuring there is a safe environment for residents, staff and visitors.

Key responsibilities include, but are not limited to:

Responsibilities:

- Complex calendar management and workflow activities, accurately compiling, transcribing and word-processing of correspondence, drafting documents and proposals, preparing spreadsheets, meeting packages and presentations.
- Functions to support the executives will include scheduling appointments, meetings, minute taking, receiving reports and information and disseminating and distributing them.
- The role will require providing administrative support and preparations for various committee meeting and board reports.
- Handle confidential information, constructing meeting packages that flows to the committees and the Board of Directors and assist with the achievement of project goals.
- Respond and relate to external partners and donors.
- Overseeing incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence
- Filing important documents, such as reports, meeting notes, emails, and letters
- Keeping the executive's calendar up-to-date, including adding events, rescheduling appointments and providing daily briefings
- Acting as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and customers
- Conducting research and creating reports on various topics based on the needs of the executive
- Supporting the planning and organizing events that take place externally, such as fundraisers and appreciation events
- Manages the day to day operations of our Tribute Card donation program, donor calls and stewardship, mail, receipting and reconciliations
- Keeping important information and documents organized physically, and electronically
- Maintaining a high degree of discretion and confidentiality

The successful applicant will possess the following qualifications:

- Eight years or more of experience supporting C-Suite and/or Executive Teams, OR a combination of academic and practical experience: Undergraduate 3-year University Degree or a Community College Secretarial Diploma

- 3-5 years of administrative experience, preferably in a healthcare institution supporting an executive office
- Excellent written and verbal communication skills with the ability to foster respectful and effective working relationships with board committee members, leadership and frontline team members and senior external stakeholders, donors, residents and families
- Understands the critical role of executive administration in running a high-performance team and wants to make a significant impact in this function
- Accountable and responsible; is self-directed, able to see tasks through to completion and takes ownership of outcomes
- Proven accuracy and attention to detail
- Ability to use tact, discretion and maintain information in the strictest confidence
- Flexible in responding to both in the moment and critical experiences requiring leadership
- Exemplary skills in documentation of meeting minutes/proceedings
- Excellent calendar management skills, including the co-ordination of complex executive meetings
- Exemplary planning, time management and organizational skills with a demonstrated ability to set priorities for self and in support of the operations of an executive office
- Excellent knowledge and proficiency with Microsoft Suite (including Word, Excel, Outlook and PowerPoint)
- Knowledge of various office equipment (including photocopier, and video conference) Possesses an efficient and flexible approach; prioritizes workload to meet targets with the ability to manage and adapt to changing priorities in a fast-paced environment
- This position requires some scheduling flexibility, some evenings and weekends may be required

****Although we value candidates who possess the full range of qualifications listed, we encourage individuals who believe they meet most of the criteria to apply. We recognize that diverse experiences and perspectives enrich our team and contribute to our collective success.****

Shalom Village is committed to diversity and inclusivity. We are excited to hire people whose skills, attitude, and abilities contribute to the success of the organization and who reflect the values of our community.

***Shalom Village recognizes that the right fit for a position is more than just a list of criteria. If you believe you may be a good candidate, but you don't meet all the criteria, please apply, and tell us why you're a great fit in your cover letter. You may be just the person we are looking for.*