



Title: Executive Administrator, Presidential & Corporate Affairs

Status/Type: Regular full-time

Deadline: Open until filled

Location: West Toronto (Etobicoke, M9W)

Salary & Benefits: Annual salary range: \$49,000 - \$58,000

Extended Group Health & Dental Benefits, Registered Retirement Savings Plan and, upon eligibility, matching Registered Pension Plan.

Vacation: four weeks/year

Mission and Purpose:

The Executive Administrator (EA) role exists to provide confidential, high level support to the President, the Office of the president and the related Corporate Affairs. The person in this position significantly contributes to building and enhancing the Fellowship's culture, and engages with all levels of personnel, internally and externally. The EA further ensures the efficient and effective flow of the tasks and responsibilities of the Office of the president; retains an overview of all that's taking place; prioritizes and takes action on the immediate; organizes, relays and reviews follow-up items with the President, obtains direction, and then manages and executes to the finish.

The combination of administrative and clerical tasks demands a stalwart individual who: aligns with the Fellowship's purpose and values, is high capacity, takes initiative, enjoys doing a variety of tasks, and is well organized and detailed oriented.

Qualifications

Ministry Specific

- Personal relationship with Jesus Christ with clear evidence of growth as a disciple
- Understanding of InterVarsity's purpose and mission with a strong desire and commitment to advancing the Fellowship's goals

Knowledge, Skills & Abilities

- Excellent relationship management skills
- Outstanding interpersonal and communications skills
- Strong oral and written English communication ability
- Excellent time management skills with ability to flex in a dynamic, fast paced environment
- Superior time management, planning and organizational skills
- Strong problem solving and analytical skills with ability to distill information quickly and provide succinct overviews and summaries
- Ability to handle sensitive information, respect and adhere to confidentiality
- Detail oriented, proactive with good ability to anticipate executive's needs
- Strong conflict resolution skills with ability to de-escalate and neutralize conversations
- Proven ability to work collaboratively and effectively with executives, leadership teams, board members, members of the business and Church communities, and staff at all levels
- Highly productive, capable of managing a high volume of work amid competing priorities

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- Flexible, can easily adjust to dynamic, sometimes challenging deadlines
- Proactive, interdependent, self-starter with a positive attitude and a commitment to improvement
- Ability to travel off site and/or out of province for up to 5 days, 2 to 3 times per year
- **Must be able to work in-office/on-site** with occasional opportunity to work from home

Education/Experience

- Post-secondary degree or equivalent
- Minimum 10 years' experience in a senior administrative capacity, inclusive of Board support responsibilities
- Demonstrated advanced skills in MS Office (Outlook, Word, Excel, PowerPoint, Access)
- Minimum typing speed of 60 WPM
- Excellent editing and proof-reading skills

Key Outcomes

- President and President's Office (PO) is organized, professional and well supported
- President is well briefed and prepared for meetings and events
- Schedules are well managed and communication from the PO is excellent, timely, and accurate
- Interactions and exchanges with constituents, staff, Board of Directors, Corporation members and the general public are professional, personable and appropriate
- Board of Directors and Corporation are well served and well informed of the Fellowship and its operations

If you thrive in a dynamic, fast paced environment, meet the qualifications listed, can master the responsibilities/expectations required (see full job description), and are ready to embark on a new and rewarding opportunity to contribute to what God is doing through the work of InterVarsity Christian Fellowship of Canada, we want to hear from you. Click the link [here](#) to view the full job description inclusive of key responsibilities.

Application Process

Interested applicants are invited to email a résumé and cover letter to recruitment@ivcf.ca.

The successful candidate must be able to submit to InterVarsity's Statement of Agreement documents (*Statement of Faith, Vision and Aims and Community Covenant*). Employment is conditional upon a clear police reference check.

We thank all applicants for their interest; however, only those candidates selected to move forward in the recruitment process will be contacted. No agencies please. **Please note this position is open only to persons who are eligible to reside and work in Canada.**