

Recycling Council of British Columbia

Assistant to the Executive Director

Are you looking for a position in which to use your extensive administrative experience and expand your skills in communications, event planning and governance?

The Recycling Council of B.C., a provincial, non-profit information services organization in the environmental sector, is looking for a self-directed right hand for its Executive Director.

This position will function primarily as an Executive Assistant (EA) with a secondary role as a communications and event coordination assistant to the Executive Director (ED).

The EA will provide administrative and coordination support to the ED, senior staff, board of directors, committees and administrative service clients, taking minutes for and maintaining records of all related meetings.

The EA will maintain calendars, ensure deadlines are met, manage correspondence, maintain electronic and/or paper file management retrieval systems, assist in preparing documents, presentations, databases, reports, spreadsheets and notices. The EA will also provide support for the organization's communications activities, as well as play a major support role in the planning and coordination for two annual conferences, and other special events and projects.

Skills and Qualifications Required:

- Minimum three years experience in a senior clerical/ executive assistant position in a not-for-profit or public sector environment;
- Advanced working knowledge of MS Office (Word, Excel, Access, PowerPoint, Outlook) and a willingness to embrace new technology;
- Ability to record and transcribe minutes of meetings in an effective and timely manner;
- Proficient organizational and time management skills, able to establish work priorities and ensure deadlines are met;
- Exceptional communication skills (verbal and written English) with the strong ability to develop written copy for various media and audiences;
- Possesses a professional manner, demonstrates initiative, pays close attention to detail;
- Works as a team player with minimal supervision;
- Handles a wide range of information requiring a dedicated level of confidentiality and tact at all times;
- Exceptional interpersonal skills with a positive, helpful and professional attitude which emphasizes providing excellent service to our organization, our members, and the public;
- Performs related duties in keeping with the purpose and accountabilities of the job;
- Legal and governance experience are considered assets;
- Demonstrated interest in and knowledge of environmental issues a plus.

Please send your resume, a covering letter that exemplifies your writing skills and your salary expectations, to Anna Rochelle, anna@rcbc.bc.ca.

Applications will be accepted until an ideal candidate is found. **No phone calls please.** Only those candidates who are short listed for consideration will be contacted.

For more information about our organization please visit www.rcbc.bc.ca.