

Executive Assistant Office Manager
Full Time

The Calgary Downtown Association (CDA) is a non-profit member-based organization which believes in spearheading prosperity for Downtown businesses by intentionally shaping the character of Calgary. We strive to be a community leader fostering dynamic spaces, places, and integrated communities. The following information is how we see the role of **Executive Assistant – Office Manager** having a significant impact on our mission.

Job Summary:

The successful **Executive Assistant – Office Manager** reports directly to the Executive Director (ED) and will be responsible for supporting the Executive Director, as well as creating a dynamic workplace in the office in which other staff work. Refining and practicing focused management processes to create an organized but creative and positive work environment to keep the CDA office running efficiently and productively.

Responsibilities:

The **Executive Assistant – Office Manager** anticipates the Association's needs, establishes processes and makes confident decisions to contribute to an organized and effective work environment for the Board of Directors, the Executive Director and the Association's employees and applies strong organizational skills to proactively meet the Association's day-to-day administrative requirements.

Executive Assistant

- Provide senior level administrative support to the Executive Director, managing his calendar, skillfully preparing, composing and/or editing a variety of documents, including highly confidential correspondence, memoranda, presentations, contracts and proposals of exceptional quality, including those for executive audiences.
- Support the Executive Director by helping to manage the relationship and interactions with the CDA membership, partners and stakeholders in various Calgary's downtown sectors and with the City of Calgary.
- Help manage, maintain and be a key point of contact for strategic projects and priorities within the day-to-day operation of the organization and specifically during the Executive Directors absence from the organization.
- Develop and maintain the Association's document management systems, managing the Association's Financial reporting, working files and department filing system by utilizing OneDrive or other systems as directed by the Executive Director.
- Use exceptional interpersonal and communications skills to establish and maintain positive and productive working relationships with internal and external parties and managing these

- relationships in a professional manner that facilitates a positive corporate image in alignment with the Association's values.

General Office Management

- Refer general inquiries from external and internal parties at all levels in the context of a strong understanding of the Association's priorities.
- Through the Executive Director and Board Chair, provide direct support to the Association's Board of Directors, maintain Board of Directors' correspondence, policies and minutes and provide annual onboarding of new Directors to the Board.
- Through the Executive Director, liaise with the Board of Directors and Auditor to make sure annual Audit obligations are met efficiently.
- Manage the operation of the Association's office space making sure all day to day needs and landlord obligations are being met.
- Coordinate group activities and work with other staff within the Association to coordinate cross group initiatives through the application of strong organizational and leadership skills.
- Assist with and lead special projects such as conferences, events and off-site meetings as required, including the Association's Annual General Meeting.
- Provide creative recommendations and processes for solving issues and help facilitate outcomes and continuously improve processes and procedures with broad cross- functional impacts.
- Helping the operations team set up documents- Quotes for Banners, Trailer stage and other potential revenue opportunities for the CDA organization.
- Supplies ordering, answering phone calls as needed and forwarding building notifications when they come in.

Human Resources

- Provide Human Resources administrative support to the staff and leadership, such as tracking employees holiday and sick time
- Health & Safety Officer, ensure all medical and emergency equipment is up to date and renewed/replaced as needed (e.g. fire extinguishers, first aid kits, epi-pens, etc.)
- Provide training to staff on Health and Safety matters (e.g. how to use extinguishers, what needs to be a filed incident, how to use epi-pens, etc.)

Qualifications:

- Training / Education in Business Administration / Finance
- Strong organizational abilities
- Accuracy in communication and financial information
- Professional and engaging interpersonal communications
- Ability to manage multiple projects, projects and inquiries
- Strong problem-solving skills
- Strong skills in the use of Microsoft systems / applications
- Working knowledge in the application of Data and analytics in the management of an organization

Those interested should apply with Cover Letter and Resume by email to HR@downtowncalgary.com.