



## POSITION PROFILE

### Administrative Assistant

#### POSITION IDENTIFICATION

**Position Title:** Administrative Assistant  
**Unit:** Board of Directors  
**Reports to:** President & Vice-President

#### POSITION SUMMARY

The administrative assistant provides clerical and administrative support to the Board of Directors under the direct supervision of the President and Vice President of YWiB.

#### ORGANIZATIONAL STATUS

This position reports to the President and Vice President, YWiB, and works closely with the entire Directors team. The executive assistant also liaises with members concerning administrative inquiries and external contractors as it relates to the position duties.

#### WORK PERFORMED

- Coordinates administrative functions of YWiB, including updating team contact info, sending emails to the YWiB team, coordinating the printing of business cards and other collateral, and processing membership applications
- Records detailed minutes at all YWiB meetings and manages the distribution of minutes
- Manages the YWiB email inboxes
- Drafts documents [email correspondence such as monthly newsletter or member bulletins]
- Assists with special projects, research or other related duties, as required

#### CONSEQUENCE OF ERROR/JUDGEMENT

The Executive Assistant works under the direction of the President and Vice President, and is expected to have major decisions approved by the latter directors and/or the Board of Directors as needed. This position has frequent contact with the YWiB member and support base via the main YWiB email address and is expected to exercise reasonable judgment in the managing of the network. The consequence of inappropriate action taken by the Executive Assistant would include a negative impact on the brand and image of YWiB, to a degree determined by the scope and severity of the actions taken.

#### EDUCATION/WORK EXPERIENCE

This position requires a minimum high school diploma, preferably with relevant experience in an administrative setting.

#### SKILLS

- Computer experience [Excel, various website-based software, databases]
- Effective oral and written communication, interpersonal and organizational skills
- Accuracy and attention to detail
- Ability to proofread letters, articles and reports
- Ability to set priorities and achieve results within acceptable timeframes, taking into consideration changing priorities
- Proven ability to exercise initiative
- Ability to work as a team player in a fast paced work environment
- Ability to maintain confidentiality is a must