

Executive Assistant—Métis Urban Housing Corporation

Locations: Edmonton

Positions : 1

Closing Date: April 5, 2024

Position Status: Full Time (37.5 hrs. per week)

THE ORGANIZATION

Métis Urban Housing Corporation (MUHC), an affiliate of the Métis Nation of Alberta, was **incorporated in 1982** to provide **subsidized, adequate and suitable** housing to low and moderate income Indigenous families in Alberta. We currently have 507 units in 14 **urban centres** funded by the Federal Government through Alberta Seniors and Housing. MUHC employs over 40 full and part time staff; together we oversee tenant relations and property management needs for thousands of tenants. Unlike any other subsidized property management company in Canada, we offer housing across the province of Alberta and are the **largest Indigenous housing provider in Alberta**.

For more information about Métis Urban Housing and it's sister organization Métis Capital Housing Corporation (MCHC), visit our website at metishousing.ca

THE OPPORTUNITY

The Executive Assistant is the primary point of contact between Senior Director of Operations and internal and external stakeholders. This position provides administrative and executive support to the Senior Director of Operations. This dynamic role involves managing schedules, coordinating meetings, handling correspondence, and executing various administrative tasks to operate the Senior Director's office efficiently.

KEY RESPONSIBILITIES

- Organize and manage the Senior Director of Operations calendar, including scheduling appointments, meetings, and travel arrangements. Anticipate scheduling conflicts and proactively resolve them to optimize the Senior Director's time.
- Serve as the primary liaison between the Senior Director and internal and external stakeholders. Screen and prioritize incoming communications, including emails, phone calls, and mail, and respond or redirect them accordingly.
- Arrange and coordinate meetings including board meetings, conferences, and events, including preparing agendas, coordinating logistics, and ensuring all necessary materials are available. Attend meetings as required, take minutes, and follow up on action items.
- Prepare and edit correspondence, reports, presentations, and other documents on behalf of the Senior Director. Ensure accuracy, professionalism, and confidentiality in all communications.
- Coordinate travel arrangements, including booking flights, accommodations, transportation, and itineraries. Provide necessary travel documents and support to ensure smooth and efficient travel experiences.
- Perform various administrative tasks to support the Senior Director's office, such as tracking and logging expenditures, maintaining files and records, processing invoices, and handling confidential information with discretion.
- Coordinate regular signing of cheques, electronic transfers, contracts, and other documents.
- Manage ordering of office supplies.
- Assist with special projects and initiatives as the Senior Director assigns, which may involve research, data analysis, and coordination with other team members or departments.
- Foster positive relationships by interacting with staff and various levels of management from within and outside Métis Housing.

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QUALIFICATIONS

Education

- Bachelor's degree in office administration or office management.
- An Office Administration diploma combined with relevant work experience will be considered.

Professional designation

- None

Knowledge, skills, and abilities

- Cross cultural sensitivity and awareness.
- Ability to communicate clearly and professionally.
- Basic accounting skills involving attention to details and numerical accuracy, such as balancing receipt logs, verifying invoices, and balancing daily deposits.
- Proficiency with MS Office (Word, Excel, PowerPoint), MS Outlook and the Internet.
- Proficiency with database programs.
- Proficiency with office equipment - computers, voice mail, fax, scanner, and photocopier.
- Knowledgeable of Indigenous culture and its historical impacts.
- Ability to actively uphold and consistently practice personal diversity, inclusion, cultural awareness, and safety and sensitivity approaches in the workplace.
- Must be reliable. Actively demonstrates a commitment by maintaining a consistent and predictable work schedule.
- Some travel within the city boundaries is required.

WORKING CONDITIONS

Works in an office environment, usually a standard work week, some overtime and travel may be required.

WHAT WE HAVE TO OFFER YOU

- The opportunity to work with a non-profit Indigenous organization.
- Helping to make a difference in the lives of Métis and other Indigenous peoples .
- A comprehensive benefits plan including: life insurance, disability, health, and dental.
- Generous vacation time
- Personal time off days
- Employer matching RRSP
- Personal development
- Competitive compensation

HOW TO APPLY

Applicants should send a resumé and cover letter outlining how they meet the specific requirements of the position by email to: hr@metiscapital.ca or by Fax: 587-855-6470. While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.