

# EPCOR CENTRE FOR THE PERFORMING ARTS

## JOB DESCRIPTION

**POSITION:** EXECUTIVE ASSISTANT TO THE PRESIDENT & CEO

**REPORTS TO:** PRESIDENT & CEO

**DEPARTMENT:** EXECUTIVE

**LAST REVISED ON:** JULY 2010

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### Roles & Responsibilities:

- **Contributes to the EPCOR CENTRE's overall success as a team member of the President & CEO's offices:**
  - Promptly receive and screen incoming telephone calls to the President & CEO and the General Manager, providing a friendly and professional greeting, taking messages as appropriate, and eliciting necessary information to allow timely and accurate responses. Respond where appropriate.
  - Remain aware of and update the President & CEO's, and General Manager's, schedules, and ensure all documents and details are prepared in anticipation of meetings.
  - Promptly screen and distribute incoming email and correspondence, responding where appropriate.
  - Taking and distributing minutes for all Leadership Team meetings, as well as tabulating their agenda.
  - Provide accurate word-processing support by composing and/or editing a variety of documents. This includes many highly confidential correspondence, memoranda, contracts and proposals.
  - Assist with organizing meetings and/or special events including board and committee meetings, etc. (which includes catering arrangements).
  - Communicate with politicians and corporate leaders to arrange meetings.
  - Preparing all presentation materials for the President & CEO and General Manager (eg. background information binders and folders).
  - Develop and maintain well organized filing system that permits easy reference and rapid retrieval of information.
  - Special organizational and research projects as directed.
  - Arrange travel, hotel, and car reservations and prepare itinerary for the President & CEO and General Manager.
  - Responsible for continuously expanding and updating professional knowledge and honing training skills in order to enhance individual and team innovation and productivity.
  - Perform additional functions as directed.
- **Act as Corporate Secretary to EPCOR CENTRE's Board of Directors. Duties include:**
  - Scheduling and ensuring appropriate and complete information is assembled and circulated, and minutes are taken at all Board, Executive and other committee meetings
  - Keeping track of Board requirements and ensuring reports and documents are prepared in a timely manner, and that follow-up action is taken on Board decisions as required

- Ensuring all appropriate documentation is prepared and retained to meet legal Board requirements
- Ensuring that the Annual General Assembly and the election of Governors are carried out in accordance with the by-laws of the organization
- Ensuring that the conduct of the Board and Board Committee meetings is carried out in accordance with the by-laws and accepted meeting protocol
- Keeping the corporate seal

**Skills, Knowledge, Qualifications and Experience:**

- A minimum of 5 years of Executive Assistant, or senior secretarial experience and an excellent grasp of English usage, spelling, grammar and punctuation.
- Experience with volunteer Board support and governance.
- Knowledgeable and proficient use of personal computer.
- Intermediate level knowledge of Microsoft Word, Excel, PowerPoint and Outlook
- Candidate must be very organized and able to prioritize tasks and multi-task with excellent time management skills.
- Must be able to work well under pressure in a fast-paced environment.
- Ability to perform secretarial and clerical duties with deliberate speed and accuracy without immediate and constant supervision. Ability to take initiative and resolve issues.
- Candidate must be able to represent the Executive office, and must be friendly, personable and able to build harmonious working relationships with clients, co-workers and the general public.
- Ability to exercise good judgment in recognizing scope of authority and protecting confidential information a must.

**Interested candidates should send a resume and summary of qualifications to:**

EPCOR CENTRE for the Performing Arts, 205 – 8<sup>th</sup> Avenue SE, Calgary, Alberta T2G 0K9

Attention: Colleen Dickson, CMA, Director of Finance & Administration

By email: [cdickson@epcorcentre.org](mailto:cdickson@epcorcentre.org) or Fax 403.294.7457.