



ASSIGNMENT DESCRIPTION

ROLE IDENTIFICATION

Role:	Executive Assistant, Marketing & Communications
Department:	Marketing and Communications
Reports to:	Vice President, Marketing and Communications

PURPOSE OF ASSIGNMENT

The **Executive Assistant, Marketing & Communications** will provide executive-level support for the Marketing and Communications department, including project coordination, administrative, marketing and communications activities, event coordination, and committee management.

The position will split time with the Vice President's Office, and other functional teams in Marketing and Communications.

The position offers a creative environment and an excellent team culture, with an opportunity to harness your skills to do local good.

RESPONSIBILITIES

- Provide administrative and project coordination support to Marketing and Communications, ensuring a high degree of accuracy, thoroughness, and confidentiality.
- Support meetings and events, including scheduling, meeting/event logistics, advance and follow-up correspondence, and materials for meetings, creation of meeting minutes/notes, distribution of materials.
- Coordinate with Executive Assistants across the organization to ensure M&C leaders are appropriately engaged in interdepartmental activities.
- Support Marketing and Communications committees and working groups.
- Be a team-player in an extremely nimble, newsroom-style marketing and communications shop; participating in brainstorming, showing interest in learning about both community news and marketing and communications trends.
- File and maintain organized records (paper and electronic).
- Direct incoming correspondences to the appropriate staff.
- Assist with special events and audience engagement activities.
- Complete purchase requisitions, process invoices, and complete expense reports.
- Support the Vice President, Director of Communications and Director of Marketing on special projects

TIME COMMITMENT

This assignment is a full-time opportunity for one year with a flexible start date starting April or May 2020. The candidate must be available for the full duration.

QUALIFICATIONS

- Ability to efficiently balance a diverse range of assignments and projects with high efficiency and thorough attention to detail and follow-through.
- Ability to work in a fast-paced, open-concept environment, often with multiple and conflicting priorities, while remaining focused, flexible and kind.
- Intermediate to advanced proficiency with Microsoft Office suite of programs, especially Word, PowerPoint and Excel.
- An understanding of social media; interest in learning and/or evolving skills.
- Able to take initiative and proven ability to carry projects to completion with minimum supervision.
- Excellent teamwork, interpersonal and stakeholder communications skills.
- Developed organizational and time management skills.

BENEFITS OF THIS ASSIGNMENT

- Work in a creative and engaging Marketing and Communications Shop, that's known across the United Way Movement for its leadership in digital strategy.
- Learn from our dynamic team members, who are specialists in web user experience, digital marketing, graphic design, translation, social media, media, influencer and public relations, videography and photography, events management, crisis management, journalism and communication, and more.
- Meet interesting people including staff and volunteers in leadership roles.
- Develop skills, including project management, marketing and communications, event support, management of a not-for-profit organization, communications, fundraising, and best practices in client service.
- Seize the opportunity to volunteer for a dynamic community organization.
- Learn more about United Way's vital local role, and contribute to making our community stronger, healthier and safer for all.

HOW TO APPLY

Please **obtain your manager's approval**, and then send your CV and a cover letter (maximum 500 words) to jgsteil@unitedwayeo.ca. Please indicate which positions are of interest and copy your manager in your submission.