

JOB POSTING

Calgary Legal Guidance Executive Assistant POSITION

COMPANY OVERVIEW

Calgary Legal Guidance (CLG) is a charitable society established in 1972 to provide legal advice and assistance to low-income people in Calgary and area with family, criminal, immigration, civil, and other poverty law matters that are not covered by Legal Aid. Thousands of clients are assisted each year through evening clinics staffed by volunteer lawyers, with follow-up help and representation provided by the senior staff counsel, program lawyers, pro bono lawyers, articling students and, during the summer months, law students. CLG offers specific programs in the areas of family law/domestic violence, homelessness, seniors' issues, social benefits, and immigration.

THE ROLE

This full time position will be the Executive Assistant to CLG's Executive Director and Board of Directors. The position may also provide support to other Directors and Managers within the organization as approved by the Executive Director

PRIMARY FUNCTIONS AND ACCOUNTABILITIES

Board Governance

- Prepare and distribute electronic agenda packet for the monthly Board of Directors meetings
- Prepare and distribute draft minutes of the Board of Directors meetings to the Secretary and Chair for approval
- Support organizational communications related to AGM and members' voting informational package, etc
- Support the preparation of organizational documents, like strategic plans or business plans
- Ensure the timely distribution of material to the Board
- Create action lists for CLG staff from the Board meeting
- Help assemble and update board manuals

Office Administration

- Organize and prepare meeting agendas and/or supporting material for distribution
- Provide secretarial and administrative support to the Executive Director for both internal and external meetings
- Make travel, meeting or other arrangements for the Executive Director
- Assist in the preparation of reports for CLG's stakeholders
- Compiling and editing of funder reports and grant applications prior to submission

- Provide professional etiquette and representation of CLG within and outside the organization at all times. This position is privy to very confidential internal and external information. Discretion and privacy are of utmost importance.

THE CANDIDATE

The successful candidate must possess the following qualifications:

- Minimum 2 years administrative experience
- An equivalent combination of post-secondary education and experience may be considered
- An equivalent combination of training and experience may be considered.

PERSONAL CHARACTERISTICS

- Proficiency in windows based software and other standard office technology, including Microsoft Office, Adobe Acrobat
- Experience in organizational governance is considered an asset
- Ability to problem solve and work independently by identifying objectives and setting priorities
- Must possess strong interpersonal skills to establish and maintain effective working relationships internally and externally
- Able to express ideas clearly and effectively, oral and written
- Excellent organizational and time management skills
- Exceptional attention to detail to ensure assignments are completed with accuracy
- Maintain confidentiality and show discretion at all times
- Excellent communication and command of English, oral and written
- Approachable, friendly and professional

WHAT WE OFFER

Calgary Legal Guidance (CLG) is proud of our fun, diverse, professional, and energetic workplace culture. We offer a healthy and positive career-life balance that values the contribution of all staff, an on-site gym, weekly in house yoga classes and your birthday day off! We invite all qualified candidates to apply.

Please forward your resume and cover letter with your expected salary **by 5pm MST on July 5th, 2019** to the attention of: Marina Giacomini, Executive Director at giacomini@clg.ab.ca and cc'd to careers@clg.ab.ca.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. No phone calls please.