

## ***Executive Assistant***

For over 50 years Distress Centre has served Calgary and Southern Alberta, providing 24-hour crisis support, information, and resources at no cost. Distress Centre does not define crisis. We do not judge. Anyone can call us day or night.

### ***What to expect in the role:***

We are seeking a highly organized and proactive professional who excels in supporting Board Governance and Executive Leadership Teams—especially during periods of significant organizational transition. With the current CEO resigning and a new CEO beginning in the first quarter of 2026, this role will play a pivotal part in ensuring stability, clarity, and continuity. The ideal candidate brings strong communication skills, sound judgment, and a proven ability to manage complex meeting coordination and documentation with accuracy and discretion. You thrive in a fast-paced environment, anticipate needs, and ensure Board members and Executive Leaders have the information and support required to govern and lead effectively. If you are committed to excellence and enjoy contributing to strong organizational leadership, we invite you to apply.

This is a one year full time position with a possibility of extension based on performance and budget.

### ***Main expectations:***

**Board & Committee Meeting Management:** Organize and coordinate all Board and Committee meetings, including scheduling, agendas, meeting packages, logistics, minute-taking, documentation, and maintaining accurate records (paper and electronic).

**Board Member & Chair Support:** Provide responsive support to Board and Committee Chairs and members by managing inquiries, coordinating follow-up actions, facilitating timely communication, and ensuring smooth onboarding/off-boarding processes.

**Governance Administration & Special Projects:** Maintain Board communication channels and information portals, prepare and distribute governance materials and correspondence, and manage special projects or initiatives assigned by the Board or its Committees.

**Executive Leadership Support & Coordination:** Provide confidential, proactive support to the Executive Leadership Team through calendar

management, meeting preparation, briefings, and assistance with transition-related work, ensuring priorities, timelines, and decisions remain clear and aligned.

**Meeting & Communication Management:** Coordinate and prepare key executive and organizational meetings—agendas, materials, minutes, and follow-through—and help facilitate clear, timely communication across the organization, including staff updates, leadership forums, and transition communications.

**Organizational Systems & Cross-Team Alignment:** Maintain strong systems for document management, records, and governance files (e.g., SharePoint, Teams, Policy Manual updates) while acting as a central connector among the Executive Team, Board, and staff to support smooth information flow and organizational alignment during change.

**Provide day-to-day administrative** managing emails,, coordinating meetings, and preparing and distributing communications for key internal and external stakeholders, and by ensuring smooth and effective administrative processes across the organization.

#### **Hours of work and conditions**

35 hour work week, Monday to Friday with some flexibility to work the occasional evening and weekend as needed. Board meetings alternate between 8am-10am and 5pm-8pm on nine Wednesdays in the year.

#### ***What you bring to the role:***

- Post-secondary education in business administration, public administration, communications, or a related field; a relevant administrative certification (e.g., CAP, PMP, or equivalent) is considered an asset.
- Several years of experience providing executive-level and/or Board/Committee support, including preparing agendas, minutes, and governance documentation.
- Prior experience in a not for profit is desirable
- Exceptional communication and writing skills, with the ability to produce clear, accurate, and professional documents for Board and Executive use.
- Strong organizational and coordination abilities, including managing confidential information, balancing multiple priorities, and meeting deadlines in a governance-focused environment.

- Demonstrated tact, sound judgment, and the ability to maintain strict confidentiality.

### **Core Competencies:**

**Client/Service Centred Work** – you make clients the ultimate focus of our agency, team, and individual choices and actions.

**Partnerships, Relationships, & Teamwork** – you build and maintain productive, collaborative working relationships within and across groups, both internally and externally, to accomplish our common goals.

**Growth Mindset/Learning** – you actively identify new areas for learning and take advantage of opportunities to learn in whatever form they come. You apply your newly gained knowledge in your jobs and share these skills with others.

**Communication** – you clearly convey information and ideas through a variety of media in a way that engages the audience and helps them to understand and inviting dialogue and inciting action where appropriate.

**Diversity, Equity & Inclusion** – we build and sustain an inclusive work environment where all individuals are welcomed, supported, respected, and valued for their unique experiences, perspectives, talents, and contributions.

**Change Management** – you maintain your team and personal effectiveness when being impacted by changes within the organization.

**Self-Management** – you take responsibility for yourself and your actions.

### ***What Distress Centre has to offer:***

- Opportunity to work for an organization that's making a difference in our community
- A great working environment with supportive colleagues
- A competitive salary
- Three weeks vacation
- Benefits from hire date including a Health Savings Account
- Group Retirement Savings Plan
- Staff development fund
- On site gym