



Job Description

Assistant to the General Manager/Special Projects Coordinator Part-Time Position – 21 Hours per week

Community Futures Boundary has an office in Grand Forks. At times, outreach to the West Boundary (and/or other areas in the Boundary) could be required and all employees may be required to provide services across the region. Mileage and reimbursements will be applicable for work performed outside of the Grand Forks location. House and days of work must be flexible to meet organizational needs and activities.

Position: Executive Assistant to the General Manager/Special Projects Coordinator

Location: Grand Forks, B.C.

Start Date: Early October 2024

Days/Hours of Work: 21 per week, flexible

Posting Closes: September 27, 2024 430PM

Organization: Located in the beautiful Boundary Region, Community Futures Boundary (CFB) is a community-based not-for-profit corporation offering targeted supports to entrepreneurs, local businesses, and job seekers. Our team members are passionate about growth, innovation, and collaboration, and we constantly strive to improve and better ourselves so that we can better support our clients. If you have a growth mindset and can see yourself thriving in this role, you are a fit for our team.

Executive Assistant to GM -

The Executive Assistant provides high-level, direct support (executive, and administrative) to the General Manager in carrying out activities which help execute the organization's strategic plan and project-based activities. Specific attention will be paid to governance level work and Board of Director's activities. This role requires the ability to develop and maintain strong, sensitive, and diplomatic working relationship with Boards of Directors, executives, and other internal and external stakeholders to provide workable solutions to complex problems.

The Executive Assistant to the General Manager acts as a representative for the organization and in the absence of the General Manager, has the authority to make decisions to ensure daily functioning of the organization. Any decisions of a financial or human resource nature will be deferred until the General Manager is available or made in consultation with the Financial Administrator and/or Management Team.

Responsibilities include but are not limited to:

- Attendance at all Board, committee, special functions and AGM meetings and act as a recording secretary to assure development and retention of adequate meeting records, action lists and committee reports to the Board.
- Assistance with high-level correspondence/communication.
- Prepare and distribute agenda and board packages including all supporting materials in advance of Board and committee meetings.
- Coordinate Board specific events including attendance at conferences and meetings.
- Ensure timely filings of compliance documents and required reports for funders.
- Helping to backfill senior positions on an as needed basis including Financial Administration and Business Development

Special Projects Coordinator:

Community Futures Boundary has a mandate to deliver “local solutions to local problems” and as such, is highly engaged in community economic development and special projects. This role will work with the Community Economic Development Coordinator and the Management Team to provide project management assistance and expertise. Responsibilities and areas of priority will include, but are not limited to:

- Experience with and the ability to manage projects of varying size and complexity – including preparation of budgets in consultation with the Community Economic Development Coordinator.
- Experience with and the ability to collaborate with a broad range of stakeholders to develop and define project scope and deliverables and to ensure adherence to project schedules and budgets: facilitate planning, and milestone tracking.
- Seek out funding opportunities and projects or initiatives which align with the organization’s strategic priorities and which help meet community needs.
- Write and respond to Requests for Qualifications, Requests for Proposals and Expressions of Interest.
- Manage projects from start to finish. Prepare budgets in consultation with the General Manager and Financial Administrator
- Serve as a contact and communicate with funders, partners, and other key stakeholders (verbal, written and presentations)
- Coordinate, oversee and/or participate in special projects and initiatives.
- Participate in community outreach, marketing initiatives and committee involvement with a purpose of cultivating strategic partnerships and stakeholder engagement including the development of proposals and initiatives that fit with CFB’s mandate and benefit communities within the Boundary Region.
- Help to facilitate and actively participate in committee, community and staff meetings.

- Manage contracts and/projects as requested by the Management Team and/or the CED coordinator.

ACCOUNTABILITY:

This role reports directly to the General Manager and the Management Team.

Qualifications:

- Preference will be given to individuals with a post-secondary degree or a minimum of five years experience in business, marketing, or commerce and/or project management or CED certification.
- Extensive experience with Governance and Board management is essential.
- Event planning and executive management experience is preferred.
- Experience with small business lending, accounting, financial and payroll experience is beneficial.
- Must be able to work evenings and weekends as needed.

Application Process:

Please submit your resume, cover letter, and references by email to jennifer@boundarycf.com. All resumes are reviewed, however, only those candidates selected for an interview will be contacted.

RATE OF PAY:

\$25.00 - \$27.00/hr

One position available (21 hours/week)