

## EXECUTIVE ASSISTANT

The Reh-Fit Centre in Winnipeg, Manitoba is a not-for-profit organization with a mission to enhance the health and well-being of its members and the community by providing innovative health and fitness services through assessment, education, and exercise in a supportive environment. The Reh-Fit Centre is a state-of-the-art health and fitness facility that offers a unique approach to well-being. As a certified medical fitness facility, the Reh-Fit Centre holds the distinction of being Canada's first certified medical fitness facility. This means it combines fitness services with a focus on preventive and rehabilitative medicine and overall well-being.

On behalf of the Reh-Fit Centre, we are seeking an Executive Assistant to be responsible for providing administrative and communication support to the Chief Executive Officer (CEO) and the Centre and Foundation Boards and Committees; updating and maintaining records; assisting and/or coordinating Centre and Foundation initiatives; and providing overall office and record administration. The Executive Assistant represents the vision of the Centre by demonstrating a strong customer service philosophy, a professional image, and a commitment to helping people live a healthier life.

### Key Responsibilities

#### Administrative and Communication Support

- Provide executive level administrative direct support to CEO.
- Act as the key liaison between the CEO's office and internal and external stakeholders including major donors, volunteers, board and committee members, and community leaders.
- Support executing strategic plans and proposal development for major gifts and annual and planned giving.
- Assist with managing the CEO's schedule, inbound calls, and respond to general inquiries.
- Coordinate meeting schedules, notices, agendas, and minutes.
- Perform a broad range of clerical and administrative duties as assigned and required.
- Assist with the creation and preparation of presentations.
- Assist with maintaining information posted on information monitors, internal and external signage, website content, and social media.
- Identify, prepare, and distribute submissions for recognition, thank you, sympathy cards, and award opportunities on behalf of the Centre and Foundation.
- Develop guidelines for managing charitable support requests made of the Centre; review requests and make recommendations.
- Provide assistance and support to the CEO as required.

#### Board and Committee Support

- Coordinate and provide support to the Boards and Committees by scheduling, communicating, and coordinating activities associated to meetings; preparing, distributing, maintaining, and managing materials and reports; preparing and attending meetings as recording secretary, along with preparing and circulating minutes as required.
- Maintain accurate board, director, and related files, including those required for compliance with statutory regulations, and with Imagine Canada accreditation.

- Maintain the board and committee website portal.
- Maintain all meeting records and legal documents for archives.
- Develop annual meeting schedule for the Centre and Foundation Boards and Committees.
- Work with the marketing and communications team to coordinate the production of the annual report.
- Complete and submit information for the annual returns for both organizations.

### Centre and Foundation Initiatives

- Assist with staff recruitment, onboarding and training in safety, security, and regulatory compliance.
- Oversee planning and implementation of all staff recognition, professional development, and other events.
- Assist with grant applications.
- Assist with donor recognition and stewardship events and follow up communication activities (thank you ads, letters, plaques, etc.).
- Assist with project management activities as required.
- Manage and coordinate industry certification and compliance reports and Imagine Canada accreditation and compliance reports.

### Office Support

- Compile and maintain operational forms, handouts, reference material, and policies and procedures.
- Assist with creation of documents, forms, and presentations and ensure all are appropriately dated, filed, and distributed.
- Research and develop new policies and procedures as requested.
- Maintain reference and emergency binders.
- Develop department meeting schedule with regular review of policies and procedures.
- Manage the office equipment including, but not limited to photocopiers and mail and postage machines.
- Handle office equipment inquiries including troubleshooting issues, maintaining usage logs, and scheduling repairs.
- Manage the inventory of office supplies including handling requests for supplies and coordinating orders.
- Maintain organization and upkeep of the administration area, records room, and storage cages.
- Order name tags, business cards, and parking tags when needed.

## Experience and Qualifications

- Diploma or certificate in Office Administration or an equivalent combination of direct experience in an executive support role and relevant education.
- Minimum five years advanced administrative support experience for a senior administrator or CEO, preferably in not-for-profit.
- Experience with Board governance and organizing meetings including producing meeting agendas, support materials, and serving as recording secretary.
- Proven track record for handling confidential information with discretion.
- Demonstrate the core competencies of the Reh-Fit Centre – integrity and trust, client focus, action/results-oriented, problem solving, quality of work, and adaptability.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and Internet applications.
- Proficient in videoconferencing.
- Exceptional writing skills with an ability to proof, edit, and write engaging and informative content.
- Exceptional organizational skills.
- Strong eye for identifying trends and challenges with a passion to problem solve.
- Ability to develop and manage relationships with stakeholders, sponsors, donors, volunteers, media, and suppliers.

- Able and willing to participate in and contribute to a team-based work environment.
- Ability to adapt to changing demands, independently manage time, and consistently meet deadlines.
- Personally committed to fitness and well-being.

If you are interested in learning more about this exciting opportunity, please forward your resume to [Katie.Derksen@mnp.ca](mailto:Katie.Derksen@mnp.ca).