



**On Eagle's Wings**  
Ecumenical Ministries

## **Executive Assistant Job Description**

*On Eagle's Wings* (OEW) is an ecumenical ministry that proclaims Jesus Christ and serves the Church and individuals in remote and isolated areas of northern Canada. Being a CRA registered charity in Canada, and a 501 (c)(3) not-for-profit organization in Pennsylvania, USA, we enjoy the support of Christians from multiple denominations throughout North America.

This is a 0.8 time in-office role (4 days per week), working from the Katzman Centre in West Edmonton, Alberta.

The primary role of the Executive Assistant (EA) is to provide comprehensive administrative services to support the Executive Director (ED).

### **Core Responsibilities**

- Prioritise and manage organisational correspondence, emails, phone calls, ensuring timely responses and accurate message relay.
- Manage ED appointments and calendars.
- Plan and coordinate travel arrangements for ED, board members, and volunteers, including the booking of air travel, vehicle rentals, hotel reservations, billets.
- Conduct research, compile data, prepare and review documents, presentations, reports, and other materials for internal and external meetings.
- Create, transcribe, and distribute board meeting agendas and minutes.
- Ensure annual Canadian & US regulatory filings and compliance standards are upheld (e.g. ISED, CRA, Alberta, IRS, State of Pennsylvania).
- Prepare contracts, and ensure timely delivery of outsourced projects.
- Research new funding opportunities.
- Draft grant proposals and subsequent reports.
- Ensure an accurate donor database / management system is maintained.
- Publicise volunteer opportunities and process volunteer applications.
- Create and distribute volunteer training materials.
- Manage mailing lists.
- Oversee production and distribution of newsletters, appeals, and annual projects.
- Coordinate volunteer activity days (mailouts, packing & shipping days).
- Organise special events (volunteer appreciations, fundraising events).
- Oversee day-to-day operations of the Edmonton office.
- Analyse and streamline existing office processes, making recommendations to contribute to efficient daily operations.
- Other duties as required to maximize the ED's efficiency.

## Knowledge, Skills and Abilities

Our ideal candidate is highly dependable, and possesses excellent attention to detail. They will be confident in working under pressure while balancing multiple priorities and projects.

Additionally they are :

- Accomplished in the use of computer technology.
- Proficient in the use of Google Workspace, Microsoft Office, and web-based applications.
- Able to demonstrate strong written and verbal communication, administrative, and organizational skills.
- Confident working independently on projects, from conception to completion.
- Culturally sensitive.
- Personable, with an ability to build and maintain relationships with our northern partners, and volunteers across North America.

## Additional Information

The position is open to candidates who already hold legal status to live and work in Canada.

Review of applications will begin **Aug 15, 2023** and continue until the position is filled.

To apply, please email your resume and a cover letter, outlining why you would be a good fit at a faith-based, non-profit organisation. Attach your resume and cover letter in PDF format.

Address your application email and/or queries to [staff@oneagleswings.ca](mailto:staff@oneagleswings.ca)

Further information about *On Eagle's Wings Ecumenical Ministries* can be found at our website <https://oneagleswings.ca>.



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## Changing lives in Northern Canada

Volunteer teams from across Canada and the United States travel with *On Eagle's Wings* to some of the most remote and isolated communities on planet earth.

Join us as we serve the wonderful First Nations and Inuit people of the North.

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