

Ukrainian Cultural and Educational Centre
Executive Assistant Job Description
Application Deadline: October 17, 2021

SUMMARY

The Executive Assistant reports to the Executive Director and is responsible for a wide variety of administrative and operational duties ranging from basic clerical support to more complex functions in the areas of finance, office management, communication, programs and human resources in order to facilitate the delivery of the Centre's programs and services in an effective and efficient manner. The Executive Assistant also oversees the operations of the boutique.

SPECIFIC DUTIES AND RESPONSIBILITIES

Office Management

- Coordinate office/programming schedule.
- Assist the Executive Director in oversight of all organizational policies and procedures.
- Independently respond to letter and general correspondence of a routine nature.
- Perform purchasing tasks by contacting vendors, preparing typing requisitions and maintaining records of purchases.
- Process payment of invoices and manage accounts receivable, processing and following up on billings for services.
- Provide all required supporting documents to the accountant for the preparation of financial statements.
- Prepare internal reconciliation reports

Communication

- Develop and maintain the Centre's online presence through such vehicles as a Website, social media, among others.
- Create and deliver or facilitate the production of the Centre's newsletter, posters, program information, annual report, marketing and other material, as directed.
- Maintain media and all communication distribution lists.
- Prepare and distribute press releases and other publicity material.

Programs

- Deliver, direct or assist in the facilitation or implementation of the Centre's programming events, as required.

Human Resources

- Direct, train and supervise paid employees and volunteers in the Boutique.
- Direct, train and supervise other volunteers or employees, as directed from time to time.
- Recruit volunteers, as directed or as needed.

Boutique Operations

- Develop, recommend, implement and oversee policy and procedures for all boutique operations, including pricing, consignment, staffing, customer inquiries, inventory control, and daily sales reports
- Research and determine sources of inventory products and consigned goods
- Coordinate and deliver all boutique special events, including off-site events