



Executive Administrative Assistant at the New Brunswick Teachers' Association



**This is a permanent, full-time position with a six-month probation period.
Duties will commence December 12, 2022 (negotiable)**

The New Brunswick Teachers' Association is the anglophone professional association and is the respected collective voice of its members. We are currently seeking an individual with exemplary qualifications and experience to become the permanent, full-time Executive Administrative Assistant to the President and Executive Director. We are looking for a detail-loving, solution-focused superstar to support our Leadership and Administrative Teams in delivering optimal service. (Our office is located in Fredericton, NB.) If that sounds like you, read on!

The Role:

The Executive Assistant to the President and Executive Director is the on-the-scene conduit for our industrious NBTA Team, and a vital part of our hardworking Governance Team. They embody skillful communication and effective problem solving as they keep our Board Chair, Board of Directors and Chief Executive Officer organized and ready to meet daily challenges.

Responsibilities will include:

- Overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence for the President and Executive Director.
- Keeping the President's, Executive Director's and organizational calendar, including adding events, rescheduling appointments and providing daily briefings.
- Draft meeting agendas and minutes for Executive, Board, Annual Meeting and various committees
- Conducting research and creating reports on various topics based on the needs of the Leadership Team
- Keeping important information and documents organized physically, and electronically
- Maintaining a high degree of discretion and confidentiality
- Special Project Assistance as required such as coordination of our NBTA Board, Executive and Annual Meetings.
- Attend Executive/Board/Annual Meetings on scheduled weekends, as required
- Other duties as assigned

The successful candidate will be:

- A strong critical thinker
- An excellent communicator (skilled in both verbal and written forms)
- Comfortable working autonomously
- Looking for career growth
- Able to connect the dots between what's missing and what's needed
- Solution-focused
- Strong attention to detail, organizational skills, and ability to prioritize tasks
- People Management and Project Coordination skills an asset

Requirements:

- Demonstrated proficiency in a wide variety of computer applications (MS 365, Mac Applications, Filemaker Pro, etc.)
- Must be self-directed with the ability to work efficiently with minimal supervision
- Able to thrive with competing demands and prioritize needs
- Must be a team player who is willing to learn new skills
- Self-motivated (takes initiative), flexible and has a thirst for excellence.

Salary:

Negotiable within a scale based on the Collective Agreement between NBTA and NBTA Support Staff.
(Currently \$42 888 – \$60 120)

Vacation/Benefits:

Vacation, Pension, Sick Leave, Group Insurance and other benefits as per the Collective Agreement between NBTA and NBTA Support Staff.

Applications:

If this sounds like you, and you meet the requirements above, make sure you tell us why in a cover letter and send it our way! Along with your letter of application, please include a complete resumé of professional qualifications and experience, transcripts and contact information of at least three (3) references, one of whom must have supervised the applicant in the three-year period prior to the application. (A recent Criminal Record Check may be requested.) Please apply before **Wednesday, November 23rd @ 4:00 pm.**

Applications (marked "confidential") should be forwarded to:

**Ardith Shirley, Executive Director
New Brunswick Teachers' Association,
650 Montgomery Street, P.O. Box 752,
Fredericton, NB E3B 5R6**

Email: ardith.shirley@nbta.ca (please note '*Executive Assistant Competition*' as the subject line)