



---

## IC-IMPACTS

### Administrative Assistant Job Description June, 2017

#### **About IC-IMPACTS**

IC-IMPACTS (the India-Canada Centre for Innovative Multidisciplinary Partnerships to Accelerate Community Transformation and Sustainability) is a pan-Canadian Centre bringing together researchers, industry innovators, community leaders, government agencies, and community organizations from across India and Canada, to work to find solutions to the key challenges that affect the quality of life for millions of people in Indian and Canadian communities.

#### **Our Vision**

IC-IMPACTS and its partners develop and implement community-based solutions to the most urgent needs of Canada and India: poor water quality, unsafe and unsustainable infrastructure, and poor health from water-borne and infectious diseases. By helping communities overcome these urgent problems, IC-IMPACTS creates Healthy Communities in both nations through improved health and longevity, increased economic prosperity, and positive social change.

#### **About this position**

IC-IMPACTS is seeking a detailed-focused, collaborative and service orientated Administrative Assistant. Excellent writing skills, a close attention to detail and a collaborative attitude which strives for smooth communication is essential. This position reports to the Chief Operating Officer.

The Administrative Assistant will provide administration support to the organization in the following areas:

- To be the first point of contact for general phone calls and emails to the organization
- Support communication with stakeholders, partners, and researchers on behalf of the COO
- Prepare reports and supporting documents for the COO as required
- Arrange and confirm Board meetings and Board committee meetings
- Format meeting agendas and take meeting minutes
- Provide travel and accommodation arrangements for the CEO and COO as required
- Track CEO expenses to be submitted to Financial Analyst
- Organizing internal and external meetings as required
- Manage office digital folders and files as assigned
- Coordinate specific projects, tasks and activities, as assigned by the COO
- Collaborate with other team members on activities, projects and reports as required



Skills Required:

- Exceptional writing and editing skill
- Strong verbal communication skills
- Excellent knowledge of Microsoft Office, especially Excel and Outlook
- Knowledge of Social Media and Website Platforms
- Ability to work within assigned timelines
- Ability to follow directions and policy guidelines
- Strong organization skills, ability to prioritize tasks
- Ability to communicate ideas clearly
- Good problem solving abilities
- Understanding of Government Relations an asset
- Fluency in French an asset
- Fluency in any Indian language an asset
- Occasional travel as required

Experience and Qualifications:

- Degree in Administration, Business, Communications, or related field
- At least three years' experience working in an office as an Administrative Assistant
- Demonstrated writing skills (reports, memos, internal communication documents)
- Experience working at a researched focus a non-for-profit
- Experience arranging national and international travel and accommodations
- Experience with Social Media campaigns and website development
- Excellent written and verbal English

Please submit your resume and cover letter to Ms. Ferya Moayedı at: [ferya@ic-impacts.com](mailto:ferya@ic-impacts.com)

This posting will remain active until the position has been filled.