



## **Administrative Assistant Job Description and Responsibilities**

February 2018

### **About IC-IMPACTS**

IC-IMPACTS (the India-Canada Centre for Innovative Multidisciplinary Partnerships) 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. Essential to this role are excellent writing skills, a close attention to detail and a collaborative attitude which strives for smooth communication.

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

- 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
- Organize internal and external meetings as required by COO
- 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
- Assist in special web projects from time to time, including regular web updates
- Responsible for planning, organizing and executing small event logistics by providing recommendation of appropriate mix of facilities and services
- Secure appropriate space by booking location



- Liaise with various stakeholders (Students, Faculty, Staff, Concierge, catering, AV and IT Services, etc.) in the coordination of logistics for successful board meetings, AGM
- Research, prepare reports, track information and update databases as required
- Follow up to ensure facilities are maintained in good operating order for all event activities and initiate various work requests for services before/after event delivery
- Monitor and update website, and Twitter, Facebook and other social media platforms as relating to facility and events (posting upcoming, featured events; removing old postings; updating pricing information; posting facility news, etc.)
- Update e-newsletter, blog, and other digital platforms as required
- Perform other related duties as required

### **Skills Required**

- High School graduation and one year post-secondary education.
- Three years' related experience or the equivalent combination of education and experience.
- Exceptional team worker
- Ability to follow directions and policy guidelines
- Above average writing and editing skill
- Strong verbal communication skills
- Excellent knowledge of Microsoft Office, especially Excel and Outlook
- Knowledge of social media platforms and content management systems (e.g., WordPress)
- Ability to work within assigned timelines
- Strong organization skills, ability to prioritize tasks
- Ability to communicate ideas clearly
- Understanding of Government Relations an asset
- This position reports to the Chief Operating Officer

### **Experience and Qualifications**

- 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 research focused not-for-profit.
- Experience arranging national and international travel and accommodations.
- Experience with social media campaigns and website content creation.
- Excellent written and verbal English.
- Knowledge of current technologies for classrooms and meetings is an asset.
- Knowledge of the university environment, academic structure, university policies and protocol is an asset.
- Ability to make thoughtful, informed, and thorough decisions by staying organized and focused.
- Ability to thrive under pressure and to manage multiple activities simultaneously with high energy and positive thinking.
- Actively demonstrate a collaborative and flexible working style and an ability to be a team player. Work with a variety of suppliers, contractors and other parties on the same event.
- Ability to efficiently and effectively coordinate tasks with multiple deadlines.
- Honed time management skills are crucial to the delivery of successful events.



- Analytical and problem-solving skills along with effective conflict resolution skills with the proficiency to effectively analyze and develop solutions while exhibiting diplomacy, tact and initiative.
- Results oriented, articulate and creative with excellent service skills.
- Excited to work within a dynamic entrepreneurial environment.
- Strong planning, coordination and execution skills.
- Intermediate computer experience required.

### **Consequence of Error/Judgement**

Decisions could have significant impacts on public perceptions of IC-IMPACTS and UBC, both positive and negative. Collegial interactions, pro-activity and community consideration are keystones of the unit and are very visible to the public. Poor decisions, errors and/or inept coordination could result in embarrassment for the unit, diminution of its prestige and credibility and potentially significant negative financial implications.

### **Equity and diversity**

Equity and diversity are essential to IC-IMPACTS excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**To apply for the above position, please email your resume and cover letter to**

**[shapoor@ic-impacts.com](mailto:shapoor@ic-impacts.com) with subject line JD AA01**

**by February 13 at 4:30 pm.**