

EXECUTIVE ADMINISTRATOR AND BOARD LIAISON

INFORMATION



SARAforwomen.ca



@SARAforWomen



Mission, BC

EXPERIENCE

- 3+ years experience
- Post-secondary diploma
- Executive administration
- Business administration
- HR administration

SKILLS & COMPETENCIES

- Collaborative
- Interpersonal communication
- Board governance
- Cultural and social awareness
- Team building

TO APPLY

Letter of Introduction & CV
via email: info@hwest.ca

SARA for Women respectfully acknowledges that they work on the ancestral unceded territories of the Stō:ló peoples including the Kwantlen, Leq'a: mel, Sumas, and Matsqui peoples.

ORGANIZATIONAL PROFILE

SARA for Women is a feminist, non-profit society providing safe refuge and community-based resources for women in Mission and Abbotsford. SARA operates transitional, short and long-term housing facilities, as well as counselling and outreach services. SARA has approximately 100 employees, including 30+ casuals. SARA is a member of CSSEA with both unionized employees, as members of BCGEU, and excluded employees.

SARA is an acronym that stands for Support, Acceptance, Resource, and Action. Through trust, respect, integrity, compassion, commitment, and communication SARA employees partner with women who are seeking to experience freedom and to write a new story for themselves and their children going forward. The Society offers free programs including transition housing, counselling for women and children, outreach and pregnancy outreach, a drop-in center for street-engaged women, and the Fronya thrift store boutique. Through innovative programming, diversity practices, social enterprise and partnerships SARA supports women in their cognitive, emotional, social, physical, and spiritual growth.

ABOUT THE ROLE

Reporting to the Executive Director, the Executive Administrator and Board Liaison is responsible for supporting the successful leadership and management of a dynamic and growing non-profit organization. The Executive Administrator and Board Liaison ensures smooth and efficient execution of the organization's administrative activities by acting as the primary point of contact on matters pertaining to the Office of the Executive Director. The Executive Administrator and Board Liaison builds and maintains strong relationships with internal and community partners, including the Board, employees, volunteers, funders and donors, with a commitment to support outcomes that are inclusive, and mission-driven.

The ideal candidate will have a post-secondary diploma in a relevant field such as Business, Office Administration, Human Resources, etc. and a minimum of 3 years of recent related experience providing executive assistance, including working with employees and a Board of Directors. The successful candidate will have knowledge of board governance, financial administration, administrative operations with the ability to build collaborative relationships and inspire trust. The role requires excellent interpersonal communication and team building skills, with a commitment to building a positive and effective organizational culture. An equivalent combination of experience, education and skills will be considered.

The salary range for this position is approximately: \$52,000 - \$60,980.

CONTACT DETAILS

Should you be interested in learning more about this exciting opportunity with SARA for Women, please contact Harbour West Consulting at 604.998.4032 or forward your CV and letter of introduction, in confidence, to info@hwest.ca. We will respond to all who express interest.