



ABOUT US

Turning Leaf is a non-profit, charitable organization that provides person-centered, crisis and treatment services to low and high-risk vulnerable and marginalized individuals living with mental illness and intellectual challenge in our community. Turning Leaf's support is customized to every individual's needs and risk level. We offer crisis-intervention and treatment services, community support, day program services, residential support (including emergency housing, 24-hour homes, cluster housing, and home share), a harm reduction program, clinical services, indigenous services and more.

We are proud to be recognized as one of Manitoba's Top Employers of 2023. This honour distinguishes Turning Leaf as a leader in our industry, and as one of the top places to work in the province.

WHO WE SUPPORT

The participants of our programs are often deeply impacted by their circumstances which can become barriers to living safely and independently in the community. Trauma, homelessness, poverty, addictions, discrimination, sexual exploitation, societal stigmas, and lack of access to resources are some of the barriers our participants face every day.

MAKE AN IMPACT

Being a part of the Turning Leaf team means you will have the opportunity to make a direct and positive impact on people's lives every day. The work is challenging in all the best ways and deeply rewarding. Many of our employees say they have found their life's purpose while working here.

Turning Leaf provides ongoing, meaningful training to ensure we remain an industry leader and that our employees have the skills and confidence to be successful in their careers. We are an organization that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect.

We are growing more and more all the time and we are always hiring. If you feel called to be a part of the Turning Leaf team, please apply today.

JOB SUMMARY

Reporting to the Chief Executive Officer, the Executive Assistant is responsible for managing the day-to-day office operations of the CEO. In a highly visible position, the Executive Assistant is usually the CEO's first representative to people inside and outside the organization.

The Executive Assistant will liaison for the Board of Directors, which includes coordinating and attending all board meetings, preparing documents, taking minutes as well as other duties as assigned.

ESSENTIAL REQUIREMENTS

- Cover letter and updated resume
- 18 years of age or older
- Bachelor's degree or College Diploma in Business Administration or a related administrative services field
- Clear Criminal Record Check with Vulnerable Sector Check, Adult Abuse and Child Abuse Registry Checks (no older than three months)
- Three years of direct or related experience
- Has a passion for people who are struggling with mental health and intellectual challenges
- Proficient in Microsoft Office, including Word, Excel, PowerPoint, OneNote, and Outlook
- Some flexibility to work evening and weekends, as needed.
- Three employment references

QUALITIES AND QUALIFICATIONS

- Excellent time management skills with a strong attention to detail
- Self starter and have the ability to take initiative and to work independently as well as in a team environment.
- Project management experience
- Effective organizational, multi-tasking, and troubleshooting skills.
- Excellent interpersonal and communication skills
- Effective verbal and written communication, decision making, and professionalism skills.
- Demonstrated proficiency in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Ability to maintain a professional persona.
- Able to anticipate adapt and willing to learn.
- Ability to think outside the box and solve difficult problems.
- Tendency to be flexible and non-reactive.

SUMMARY OF JOB DUTIES AND RESPONSIBILITIES

Executive Assistant

Having extensive knowledge of our structure, scope, values, aims and objectives, typical work activities shall include but are not limited to:

- Screen and/or return telephone calls, inquiries and requests; handling them appropriately, including arranging "call-backs", providing back-up materials for call-backs, routing calls to appropriate personnel or departments as needed, and conducting phone inquiries as needed.
- Receive and communicate the concerns or inquiries directed to the CEO from staff, volunteers, other agencies, and participants to the appropriate departments.
- Respond to, or initiate letters, emails and faxes for proofing and signature or arrange essential mail in priority action order for CEO.
- Conduct background research and present findings into subjects the CEO is dealing with, resulting in documents, briefing papers, reports, and presentations.
- Coordinate with appropriate staff to ensure the CEO is well-prepared for meetings, speaking engagements and other public appearances.
- Make necessary travel and accommodation arrangements, including: prepare itinerary, trip file and supplies and complete expense reports after trip.
- Organize/maintain the CEO office, including filing system and contact lists.
- Organize and maintain the CEO calendar and appointments.

- Coordinate all aspects of teleconferences or meetings including invitations, agendas, and facilities.
- Provide appropriate hospitality for those attending meetings with the CEO.
- Act as recording person to record and distribute action or decision minutes and ensure follow-up on behalf of the CEO.
- Prioritize and ensure action is taken on all items directed to the CEO.
- Lead facility tours when required.
- Represent the CEO at offsite meetings and functions as required.
- Liaison with community, non-profit, political, other leaders, and other staff.

Board of Directors:

- Oversee the Boardable platform for all Board of Directors function.
- Coordinate Board of Directors meetings.
- Provide appropriate hospitality for those attending meetings with the CEO.
 - Arrange catering for the Board meetings if required.
- Prepare the Board meeting agenda.
- Take minutes during Board meetings.
- Prepare any documents needed for Board meetings.
- Liaison for the Board of Directors members.

BENEFITS

- Salary paid.
- GRRSP Program (optional)
- Bereavement and Compassionate Care Time
- Mileage Reimbursement (when applicable)
- Employee Assistance Program (EFAP)

HOW TO APPLY

Applicants can express their interest by submitting a cover letter that clearly demonstrates why they are the ideal candidate (cover letters must cite specific examples congruent with the posting requirements) along with their resume to careersmb@tlservices.ca We thank all applicants, but only those being considered for an interview will be contacted.

Turning Leaf Services is an equal opportunity employer that pledges to uphold a workplace culture of inclusion, diversity, compassion, and respect. Turning Leaf offers competitive salaries and excellent benefits and is committed to cultivating an environment where work-life balance is valued.