



Western Development Museum
Corporate Office

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The WESTERN DEVELOPMENT MUSEUM is seeking an EXECUTIVE ASSISTANT

The Western Development Museum - Corporate Office in Saskatoon is seeking an **Executive Assistant**, responsible for providing comprehensive support to the CEO and Board of Directors. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

The **Executive Assistant** will be responsible for:

- Providing calendar management for the CEO and serving as the primary point of contact all matters pertaining to the CEO.
- Completing a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the WDM.
- Working closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Providing support to the Board of Directors.
- Maintaining up-to-date Board policies and manage board documents.
- Maintaining open communications with the Management team.

The successful candidate for **Executive Assistant** will:

- **Have business administration education** and a minimum of 2-3 years of relevant experience.
- **Be an excellent communicator** who can effectively build relationships internally and externally.
- **Have strong organization skills** with the ability to identify and manage competing priorities.
- **Have an eye for detail** to maintain accuracy and attention to detail.

Experience working at museum, heritage or other cultural and charitable organizations is an asset.

A detailed job description outlining duties, accountabilities and working conditions is attached. The salary range for this position is \$47,008 - \$54,496 per year. The work schedule is 72 hours per 2-week pay period.

The WDM provides a substantial benefits package with paid sick leave benefits as well as employer paid health and dental benefits. WDM employees belong to the Public Employees Pension Plan with employee contributions being matched by the employer.

We aspire to represent Saskatchewan's diversity in all aspects of the WDM. We want people to see themselves and their histories reflected in our spaces and to create opportunities for engagement, learning and building empathy within the communities we serve.

If you're interested in joining our team, **please submit your resume and a cover letter to careers@wdm.ca**

Applications will be accepted until the position is filled.

The WDM welcomes everyone to apply, especially those individuals who are underrepresented in the museum and heritage field. If you require accommodations to apply for this position, please contact Elizabeth at 306-934-1400 or by email at careers@wdm.ca.

We thank all applicants for their interest; however, we will only be contacting selected applicants.

Job Title: Executive Assistant	Position: CO 1.1 Date Approved: December 11, 2023
Supervisor: CEO	

Position Mandate: The Executive Assistant to the CEO is responsible for providing comprehensive support to the CEO and Board of Directors. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions to problems with a high level of professionalism and confidentiality.

Representative Duties

CEO Support

- Provide sophisticated calendar management for CEO. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements, draft, review and send communications on behalf of CEO.
- Complete a broad variety of administrative tasks that facilitate the CEO's ability to effectively lead the WDM, designing and producing complex documents, reports, and presentations; collecting and preparing information for meetings with staff and outside parties; composing and preparing correspondence; maintaining contact lists; making travel arrangements; and completing expense reports.
- Provide "gatekeeper" and "gateway" role, providing a bridge for smooth communication between the CEO and staff, demonstrating leadership to maintain credibility, trust, and support with the Board of Directors and Management Team.
- Complete projects by delegating work to appropriate staff, including the Management Team, on behalf of the CEO.
- Serve as the primary point of contact for internal and external constituencies on all matters pertaining to the CEO, including those of a highly confidential or critical nature. Prioritize and determine appropriate course of action, referral, or response, exercising judgement to reflect CEO's style.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately. Act as a "barometer," having a sense for the issues taking place in the environment and keeping the CEO updated. Anticipate CEO's needs in advance of meetings, conferences, etc
- Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Undertakes other duties as assigned by the CEO.

Board of Directors Support

- Act as a liaison and provide support to the Board of Directors. Arrange and handle all logistics for Board meetings and events: schedule meetings; draft agendas; develop, compile, and distribute presentation materials; and record meeting minutes on behalf of Board Secretary. Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Manage board expense and honorarium claims.
- Maintain up-to-date Board policies and manage board documents.

Management Team Support

- Maintain open communications with the Management team. Prepare and provide information and documents as needed.
- Coordinate Management Team meetings; draft agendas; develop, compile, and distribute presentation materials; and ensure meeting minutes are recorded on behalf of the CEO.
- Work with the Management Team to coordinate the CEO's outreach activities.

Education and Experience

The position requires relevant business administration education, exceptional communication and interpersonal skills and a minimum 3-4 years of pertinent experience. An equivalent combination of education and experience may be considered.

Accountabilities

- The CEO receives comprehensive administrative support.
- Decisions are appropriate, informed, and reflect priorities and available time.
- A high degree of professionalism and confidentiality in dealing with diverse groups of people is maintained.
- Reports are thorough, timely, and provide relevant information for decision making.
- Tasks related to general administrative support are performed in a timely and accurate manner.
- The incumbent is organized, manages time well and communicates effectively.
- Willing to take direction from supervisors and they receive relevant and timely information as per established procedures.
- Able to determine key priorities amongst fluid and numerous competing priorities.
- Respectful and professional relationships and communications with internal and external contacts essential to performing the position's duties are established and maintained.
- Staff, volunteer, visitor, and public observations regarding the incumbent are positive and appreciative.
- Occupational health and safety requirements are maintained.
- The incumbent's work areas are maintained in a professional and organized manner. Project work areas are always cleaned after usage.
- Policies, procedures, laws and regulations relevant to the position are followed.
- Remains current with professional standards, legislation and new developments in areas of responsibility.

Job Scope

Applies professional knowledge and skills to support the CEO and Board of Directors. Plans and prioritizes own workflow to complete a range of assignments with competing deadlines and priorities. Undertakes a broad range of routine duties, working within established policies, guidelines and procedures. Applies some discretion when performing assigned tasks, within established standards.

Effort

Applies professional knowledge and skills that are core to supporting the CEO including managing a broad range of administrative responsibilities. The workflow is steady and high volumes of work require the coordination of information and decision items to and from the CEO. Must meet deadlines. Work can measurably be affected by circumstances throughout the WDM. This may cause moderate stress.

Working Conditions

The incumbent works in an office environment and work may require long periods at a desk and computer screen. Occasional travel throughout Saskatchewan is required.