



## **Administrative Officer and Secretariat to the Board**

### **Investment Agriculture Foundation**

**Term:** Permanent, Full time

**Location:** Victoria

**Purpose:**

The Administrative Officer and Secretariat to the Board is responsible for organizing and coordinating office operations and for providing administrative and project management support to ensure organizational effectiveness and efficiency in the delivery of government funding programs to the agrifood and seafood industry in British Columbia.

The Administrative Officer and Secretariat to the Board acts as an assistant to the Executive Director in the planning, organization and implementation of long term, general and day-to-day operations, administration and facilities management; provides project management support; supports the Board of Directors and assists the Investment Agriculture Foundation in achieving its objectives. This position provides a variety of office administration, secretarial and financial support services. The Administrative Officer and Secretariat to the Board is expected to carry out the duties and responsibilities of the position with minimal supervision, high level of accuracy, using discretion and maintaining confidentiality of information.

**Key Duties and Responsibilities:**

- Assists the Executive Director, Manager of Finance & Operations and Program Managers in the delivery of the IAFBC's programs and services, adhering to the policies, goals and objectives of the organization;
- Organizes meetings and event arrangements for the Executive Director, Executive Committee and the Board of Directors, including sub-committees;
- Provides orientation and support to the Board of Directors and staff;
- Provides administrative support to Program Managers by creating, recording and maintaining project information, data base records and correspondence;
- Assembles and distributes meeting materials;
- Coordinates and prepares various documents such as legal agreements, financial decision letters, employment agreements;
- Maintains corporate records and file management within head office;

- Organizes and coordinates office operations and procedures to ensure organizational effectiveness and efficiency;
- Acts as the principle contact for senior management, the general public, senior federal and provincial government and industry representatives;
- Manages facilities, office equipment and office supplies;
- Effectively manages competing priorities.

### **Skills and Abilities:**

- Excellent public relations, oral, written and interpersonal communication skills;
- Demonstrated teamwork, leadership and administrative skills;
- Well-developed planning, organizing and independent decision making skills;
- Strong attention to detail;
- Effective coordination skills.

### **Core Competencies:**

- **Commitment to the organization and its values:** Demonstrates and promotes a personal understanding of and appreciation for the mission, vision, and values of the IAFBC.
- **Teamwork:** Participates actively and contributes positively with the team for organizational effectiveness.
- **Relationship building and collaboration:** Ability to form a positive relationship with Board members and clients.
- **Accuracy:** consistent, strong attention to details;
- **Creativity, Innovation and Initiative:** Works to develop new ways and/or adapt services to meet changing organizational needs.
- **Integrity:** Demonstrates responsible behaviour at all times and maintains high ethical standards.
- **Diversity:** Appreciates that different opinions, backgrounds and characteristics bring richness to the IAFBC.

### **Competencies, Qualifications, Education, Training and Experience:**

- Well-developed oral and written communication skills;
- Exceptional organization, time, and general management skills;
- Excellent interpersonal skills, discretion and good judgement;
- Works effectively with other team members, the Board of Directors, executive level of government and other related professionals;
- Excellent client services skills and superior telephone manner;
- Competencies with Microsoft Office (Outlook, Word, Excel, PowerPoint), Apple, Dropbox, databases, file management systems and multifunction devices;
- Experience with contractual / legal agreements, work plans and budgets;

- Secondary school graduation preferably with a post-secondary certificate in office administration or an equivalent;
- A minimum of three to five years' experience providing administrative and financial support services in an office setting;
- Experience working within a non-profit organization or in government at a senior or Executive administrative level is desirable;
- Planning, organization, communications and administrative management;
- Ability to prioritize assignments and workload within limited timeframes; ability to handle a demanding workload with limited supervision;
- Ability to function under pressure, while managing multiple concurrent projects and deadlines;
- Strong problem solving skills;
- Travel is required;
- A valid BC driver's licence is required.

**Salary:** \$54,000-\$62,000