

## **JOB POSTING**

Location: Vancouver, BC

Job Title: Executive Assistant

Schedule: Flexible, Part- or Full-Time (30-37.5 hours per week)

Compensation: Salaried, based on \$26-28/hr dependent on experience

Expected Start Date: February 2024

Posting Closes: January 31, 2024

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Sanctuary Mental Health Ministries equips the Church to support mental health and wellbeing. We provide resources that meaningfully engage the topics of faith and mental health. Our content is developed in collaboration with theologians, psychologists, and people with lived experience of mental health challenges. These resources prepare communities of faith around the world to raise awareness, reduce stigma, support mental health, and promote mental wellbeing.

Since the release of our flagship resource in 2018, we have seen our global audience grow exponentially. *The Sanctuary Course* has been viewed by over 260,000 people in over eighty countries to date, and we anticipate that these numbers will continue to increase rapidly.

Sanctuary is looking for an organized, detail-oriented individual with administration experience, excellent communication skills, and a passion for partnering with churches and ministries around the globe to support mental health and wellbeing.

### **Job Summary**

The Executive Assistant will support the CEO. Ultimately, the goals of this role are to increase the availability of the CEO to engage with donors and partners, focus on vision and presence, and lead the team from a place of health.

### **Duties and Responsibilities**

The Executive Assistant will be responsible to:

- Provide direct administrative support to the CEO
- Maintain CEO's calendar, including adding events, rescheduling appointments, and providing daily or weekly briefings
- Prepare travel itinerary, book travel arrangements, and make reservations
- Coordinate logistics for CEO for engagements such as seminars, workshops, special projects, and events, coordinating with departments and project managers as necessary
- Oversee incoming and outgoing communications for CEO
- Receive and screen all inbound emails and meeting requests
- Draft outgoing correspondence when appropriate

- Review all documents, reports, and correspondence prepared for the CEO's signature for format, content, grammar, and spelling, and make edits as necessary
- Refer and/or redirect calls and emails as required
- Review and evaluate priority correspondence
- Maintain contact list including relevant data entry into our CRM software
- Assist with board meeting preparation and report creation well in advance of board meetings
- Prepare reports, presentations, background documentation, and research based on CEO's needs
- File and organize important documents, such as reports, meeting notes, emails, and letters
- Log major donor information in CRM database along with donor meeting notes and next steps
- Complete expense reports, pay invoices, and other related duties for CEO
- Take meeting minutes and prepare summaries as needed for CEO
- Present a positive and professional image of the CEO to all contacts, including prospective and current patrons, ambassadors, advisors, partners, grantors, major donors, collaborators, and other persons
- Help build, maintain, and post on the CEO LinkedIn profile to build profile for Sanctuary and showcase CEO's thought leadership in the area of mental health and faith
- Provide administrative support to the board as necessary by collaborating with the board to keep all their documents updated and organized on the Google Drive as well as supporting board members in organizing meeting times and circulating relevant documents
- Operate as a go between between the board and the leadership team including providing assistance in putting together board meeting materials

#### Other Duties/Expectations

- Participate in team meetings
- Complete tasks in a timely and accurate manner
- Provide constructive feedback
- Other work may be assigned based on time, interest, and skills

#### **Applicants MUST have:**

- Eligibility to work in on Canada
- A diploma or degree in commerce or business administration or an equivalent amount of education and experience
- Considerable experience in managing the administrative aspects of the office of an executive
- Ability to exercise judgement, diplomacy, and tact in dealing with confidential matters
- Ability to manage multiple issues and projects, coordinate work with others, keep staff apprised of major issues, and adapt to changing priorities
- Excellent interpersonal, verbal, and written communication, organizational, analytical, problem-solving, time management, and expediting skills
- Excellent computer skills, including technical proficiency with Google Workspace

#### **Applicants SHOULD be:**

- Comfortable working in a faith-based environment



Please note our office is not wheelchair accessible.

**How to apply:**

Qualified candidates should send a single document that includes a cover letter that clearly states how their skills align with this opportunity and a one-page resume. In the subject line write: "Executive Assistant—Application Attached".

Send the application to [careers@sanctuarymentalhealth.org](mailto:careers@sanctuarymentalhealth.org). Candidates who meet posting and application requirements will be acknowledged.

Please visit [www.sanctuarymentalhealth.org](http://www.sanctuarymentalhealth.org) for more information about our organization.