



EMPLOYMENT OPPORTUNITY

Job Title: Executive Assistant
Reports to: Executive Director/CEO
Status: Full Time (30.0 to 37.5 hours per week)

Job Summary:

Reporting directly to the Executive Director/CEO of Golf Saskatchewan (Golf SK), the Executive Assistant serves as the primary point of contact for all matters pertaining to the office of the Executive Director/CEO. The Executive Assistant also serves as a liaison to the board of directors and Golf SK teams; oversees special projects and other tasks when required. The Executive Assistant must be creative and enjoy working within a small, non-profit organization environment driven by a strategic plan that is results driven and member oriented. The ideal individual will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Roles and Responsibilities:

- Plans, coordinates and ensures the Executive Director/CEO's schedule is followed and respected.
- Completes a broad variety of administrative tasks for the Executive Director/CEO including: managing the calendar of appointments; completing expense reports; composing and preparing correspondence including confidential material; arranging travel plans, itineraries, and agendas; and office administration.
- Communicates on behalf of the Executive Director/CEO, with Board members, partner/sponsors, and others on matters related to Golf SK initiatives.
- Researches, prioritizes, and follows up on incoming issues and concerns addressed to the Executive Director/CEO, including those of a sensitive or confidential nature.
- Works closely and effectively with the Executive Director/CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately.
- Provides leadership to build relationships crucial to the success of the organization and manages a variety of special projects for the Executive Director/CEO.
- Prioritizes conflicting needs; handles current matters expeditiously, proactively, and follows through on projects to successful completion, often with deadline pressures.

Board Support and Liaison:

- Serves as the secretary for the Golf Saskatchewan Board of Directors at all meetings,
- Assists board members with arrangements for travel, lodging, meals and reimbursements as needed,
- Maintains discretion and confidentiality in relationships with all board members,
- Adhere to compliance with applicable regulations set in bylaws and policies regarding board and board committee matters, including advance distribution schedule invites, meeting materials before and after board meetings in electronic/paper format.

Team/Office Liaison:

- Leads multiple administrative duties, including answering phones, scheduling appointments, attending meetings, taking notes and maintaining good office relationships,
- Participates as a member of the Golf SK team including assisting in scheduling and attending meetings, when required, including meeting agendas and minutes,
- Follows up on contacts made by the CEO/Executive Director and supports the cultivation of ongoing relationships and growing new relationships,
- Edits and/or creates correspondence letters/emails from the Executive Director/CEO to sponsorship partners, fundraising donors and other industry stakeholders.
- Facilitates the coordination of travel plans for the staff.



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Qualifications:

- Emotional maturity,
- Forward looking thinker, who actively seeks opportunities and proposes solutions,
- Strong organizational skills reflecting the ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail,
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external partners, donors, member clubs and the public,
- Expert level written and verbal communication skills,
- Demonstrates proactive approaches to problem solving with strong decision-making capability,
- Highly resourceful team player, with the ability to also be extremely effective independently,
- Proven ability to handle confidential information with discretion, be adaptable to various competing demands, and demonstrate the highest level of customer/client service and response,
- Demonstrated ability to achieve high performance goals and meet deadlines in a non-profit environment.

Education and Experience Requirements:

- Bachelor's degree or Executive Administrative Diploma is preferred with and interest in golf,
- Strong work tenure: five or more years of experience, preferably in a nonprofit organization
- Proficient in Microsoft Office, Adobe Acrobat, and Social Media web platforms.

Benefits:

- Salary and benefits to commensurate with qualifications, education and experience
- Paid vacation and holidays as per Saskatchewan Employment Standards
- Cell phone reimbursement

Application Deadline:

- **Friday March 2, 2018**, please forward a detailed resume with references,
- We thank all those interested, but only those selected for an interview will be contacted.
- The position will remain open until filled.
- *No phone calls please*
- Interested candidates should forward the items listed to:

Brian Lee, Executive Director/CEO
Golf Saskatchewan, 510 Cynthia Street, Saskatoon, SK CANADA S7L 7K7
Attention: Executive Assistant
Email: blee@golfsaskatchewan.org

About Golf Saskatchewan:

Golf Saskatchewan (Golf SK) is the governing body of amateur golf in Saskatchewan, representing more than 12,000 members at 120 clubs across the province. Golf SK is governed by a volunteer board of directors comprised of women and men. Golf SK's mission is to provide leadership in driving participation, engagement, capacity, and excellence in our sport. Golf SK conducts a variety of programs and services to serve golfers in Saskatchewan including educational opportunities in course rating, rules of golf, handicapping, high performance camps and provincial championships.

More information about Golf Saskatchewan is available at www.golfsaskatchewan.org.