

JOB DESCRIPTION



Job Title:	Executive Assistant/Event Coordinator	Classification	Full-time, Regular (37.5 hours per week)
Location:	80 Glencoe Drive Mount Pearl, NL	Reporting to:	Chief Executive Officer

Overall Responsibility

The Executive Assistant/Event Coordinator position is responsible for providing administrative support on a day-to-day basis to the Association’s Chief Executive Officer. This role will also assist with the planning and coordination of board meetings and events, including the Annual Conference and General Meeting and other in-person, virtual and hybrid events.

Key Tasks & Responsibilities

- Assist the CEO with day-to-day administrative activities, including:
 - Prepare agendas and meeting materials for the Board and Association committees;
 - Order refreshments, prepare the meeting room, and clean up;
 - Prepare meeting minutes;
 - Document preparation and maintenance (e.g. board orientation package);
 - Filing/scanning;
 - Schedule meetings and manage CEO's calendar;
 - Draft correspondence and operational reports (e.g. reports within annual report);
 - Organize other Board/Committee/Stakeholder events as required;
 - Distribute meeting agenda and record meeting minutes for full staff meetings.

- As part of an event planning team, assist with coordination of in-person, virtual and hybrid events and planning of annual conference, general meeting, other NLCSA events and team meetings including:
 - Secure sponsorship;
 - Prepare promotional materials in liaison with the Manager of Communications and Industry Relations;

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- Coordinate with service provider for printing and design of conference brochure and agenda;
 - Book facilities, secure virtual platforms;
 - Coordinate with potential speaker and exhibitors;
 - Assist with promotional activities in the development, publishing, scheduling and distribution of social media content;
 - Plan and organize team building and professional development events for staff including annual staff development day, lunch and learns, and other staff events.
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- Assist CEO and management with policy maintenance and development.
 - Track and issue all COR™ certificates.
 - Other duties as assigned

Qualifications & Key Competencies

- Minimum of two to three years of office work experience;
- Team player with strong interpersonal skills;
- Strong professional judgement;
- Proactive and able to anticipate requirements;
- Excellent customer service skills;
- Excellent organization and time management skills;
- Experience in event planning preferred;
- Proficiency with Microsoft Office (Word, Excel, PowerPoint, Outlook);
- Strong listening skills;
- Strong communication skills – written and oral;
- High energy and results oriented;
- Able to operate standard office equipment including telephone, computer keyboard, and copy machine;
- Proficiency with Corel Draw considered an asset;
- Formal experience with social media considered an asset;
- College diploma or equivalent.

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N L C S A



NEWFOUNDLAND
& LABRADOR
CONSTRUCTION
SAFETY
ASSOCIATION

Work Environment

- Usual office work conditions

Travel

- Travel not regularly required as part of this position
- Occasional use of personal vehicle required

Issued By:	Jackie Manuel, Chief Executive Officer	Issue Date:	April 4, 2013
Revised By:	Tammy McCabe, Manager of Communication and Industry Relations	Revision Date:	February 22, 2022
Approval:	<i>Jackie Manuel</i>	Approval Date:	February 22, 2022