



SPECIAL PROJECTS COORDINATOR & EXECUTIVE ASSISTANT

JOB DESCRIPTION

INTRODUCTION

The Special Projects Coordinator & Executive Assistant (SPCEA) understands the power of a great idea, the critical importance of collaboration, and the necessity of meticulous attention to detail. Friendly, outgoing, and diplomatic, this professional loves both brainstorming creatively and organizing calendars and spreadsheets.

POSITION OVERVIEW

The SPCEA is a key staff member of the Exchange District BIZ team and provides critical support to the Executive Director (ED). Often the first contact with partners and key stakeholders, all interactions must be genuinely customer-service oriented. The SPCEA will answer enquiries, provide accurate information on BIZ programs and initiatives, engage with members and stakeholders, and actively work on key initiatives for the promotion and economic development of the Exchange District BIZ.

The SPCEA assists the ED on strategic, administrative and operational matters, oversees key initiatives and programs and will occasionally be requested to represent the ED to conduct site and member visits and attend meetings and events.

The SPCEA must be extremely well organized, knowledgeable, and professional both in and out of the office. The SPCEA must be able to recognize when tact and diplomacy are required in any situation and apply such appropriately. Creativity, attention to detail, strong public relations skills and quick problem solving abilities are crucial to the position.

REPORTING

The SPCEA works closely with, and reports to the ED. In the absence of the ED, the SPCEA will communicate directly with the Board Chair or Board Executive.



MAIN AREAS OF RESPONSIBILITY & RELATED TASKS

SPECIAL PROJECTS COORDINATOR (70%)

Under the guidance of the ED, Perform tasks including, but not limited to:

- Identify opportunities and create, develop and promote strategic initiatives and programs to improve economic development and support the business environment within the Exchange District
- Plan, co-ordinate, and implement special projects, initiatives and programs as identified by the Executive Director, reporting on milestones and outcomes as they relate to strategic objectives
- Work collaboratively with the Marketing & Communications Coordinator (MCC), Operations Manager (OM) and other key team members as relevant to each project, ensuring the project meets deadlines, maintains brand integrity and achieves desired outcomes as defined
- Monitor City of Winnipeg website and other relevant information sources and media for issues that may present opportunities or challenges to the Exchange District, the BIZ or its members and report to ED

EXECUTIVE ASSISTANT (30%)

- Provide assistance & support to the ED as required for programming, projects, initiatives and administration and operations
- Represent the ED as required or requested.
- Maintain the ED's calendar and reply to meeting requests in a timely and efficient manner
- Ensure that relevant materials and background information are prepared and ready for key meetings, briefing the ED as needed
- Research, compile data and prepare information for consideration/use by the ED
- In collaboration with the Special Assistant, Administration, Research & Historical Initiatives (ARHI), ensure a continual, friendly presence in the reception area

COOPERATIVELY— WITH ALL STAFF

- Answer phones and forward calls as required, taking detailed messages
- Greet visitors, respond to enquiries and provide information as required
- Receive and distribute mail, and e-mail from general inbox
- Prepare and send courier packages as needed
- Assist with meeting/event site preparation and all meeting/event requirements as needed.



QUALIFICATIONS & SKILLS REQUIRED

Related post-secondary degree, diploma or certificate(s) in one of various fields related to the position (marketing/public relations, economic development, project management, business) required. A combination of relevant experience and education may be considered.

Additionally, demonstrated abilities in:

- Strong task management, administration and organizations skills and problem solving abilities
- A strategic thinker and planner - ability to anticipate, analyze and think through issues, problems and generate new ideas; strive for innovation
- Fluidity in working in a fast-paced environment with multiple stakeholders
- Project coordination and small team leadership
- Creative and professional writing abilities
- Research, editing and proofreading skills with attention to detail
- Excellent verbal communications skills
- Experience with website and social media management
- Competency with audiovisual equipment