

RCR

REGENESIS CENTRE
FOR RECOVERY INC.



Executive Assistant - Job Posting

Regenesiis Centre for Recovery Inc. (RCR) is a nonprofit and registered charity opening a new addictions recovery facility in Winnipeg, MB Canada. RCR will be the first of its kind in the province, offering wraparound secondary care addictions treatment, specifically catering to women and non-binary clientele from the 2SLGBTQIA+, BIPOC, and disabled communities.

Start date: July 3, 2023 or sooner if a suitable candidate is found.*

**Based upon funding*

Qualifications

Education and Experience:

- Post-secondary education is preferred.
- Minimum of two (2) years of experience as an Executive Assistant, or relevant experience, as formal training will not be provided.
- Combination of relevant education and experience will be considered.
- Proficiency in Google's cloud-based software/applications, Microsoft Office (Outlook, Word, Excel and PowerPoint), and Canva, with proven ability to learn customized software/tools.
- Strong knowledge of/familiarity with social media platforms including Instagram, Facebook, Twitter, LinkedIn, and YouTube.
- Knowledge of Turtle Island's Indigenous history, culture, customs, beliefs, and barriers within public systems, or willingness to learn.
- Knowledge of 2SLGBTQIA+ history, culture, and barriers within public systems, or willingness to learn.
- Knowledge of a trauma-informed care model, or willingness to learn.

Skillset:

- High level of initiative and ability to work independently.
- Outstanding time management and organizational skills with a proven ability to prioritize and meet multiple and/or unexpected deadlines.
- Strategic thinking skills combined with the ability to problem solve, anticipate the ED's needs, and be solution-oriented.



204-797-6377 | @regenesiis.centre
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- Exceptional oral and written communication skills, with excellent grammar and punctuation.
- Agility and flexibility in response to changing priorities and needs with proactive follow-through.
- Committed to contributing to a strong team culture to ensure success.
- Attention to detail.
- Sound judgement regarding confidential and sensitive matters.
- Able to engage in self-directed continuous learning and development.

Position Description

Reporting to Regenesi Centre for Recovery's (RCR) Executive Director (ED), the Executive Assistant will participate in the operation of RCR as outlined below

Administration:

- Manage the daily schedule of the ED.
- Along with RCR's Treasurer, ensure accurate and up-to-date record keeping in all financial activities and development of RCR budgets.
- Create and maintain mileage records for company accounting purposes.
- Create and maintain accurate financial records for any business-related expenses.
- Oversee employee payroll and scheduling.
- Ensure all duties are covered by available staff/volunteers due to absences from the workplace (e.g. mental health days, sick days, vacation time).
- Assist in the development, preparation, and organization of RCR curricula and content for group therapy sessions, seminars, workshops, information sessions, intake materials, assessments, policies and procedures, etc. as needed.
- Assist with the recruitment and coordination of volunteers/practicum students.
- Oversee the administrative tasks associated with RCR's personnel management including creating reports for RCR staff performance reviews, and assisting in employee file maintenance.

Funding:

- Research available funding opportunities, create application timelines, and collaborate on the completion of funding requests/grant proposals.



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- Seek out in-kind donation opportunities.
- Participate in the conception, planning, and overall functioning of all fundraiser events.

Meetings:

- Attend on- and off-site weekly case discussions, monthly staff meetings, and other meetings as required to discuss current events, organization and client progress, issues and concerns, and to take minutes.
- Attend monthly Board of Directors meetings to take minutes, record notes and actionable items for the ED.

Liaison and Relationship Building:

- With specific regard to RCR's Board of Directors' Executive Committee, work alongside RCR's Board of Directors to facilitate communication between the ED and board members.
- On behalf of the ED, facilitate communication with related agencies and professionals to build working relationships and coordinate eventual guest speakers, volunteer opportunities, community activities, etc. for on- and off-site events (e.g. dieticians, DBT specialists, Indigenous Elders).
- Facilitate communication between RCR's ED/Board of Directors and RCR's legal, accounting, social media, and any future external consultancy teams.

Social Media:

- Create monthly social media schedules, and along with the ED and Social Media Coordinator, complete social media tasks as determined by said monthly schedule.

Client Management:

- Provide supervision and ensure the house is running smoothly if on-site.
- Assist with client file maintenance as needed.
- Assist with the completion of client assessments in collaboration with all staff members as needed.
- Attend and take minutes of intake interviews and assessments as required.
- Liaise with RCR's Psychiatric Nurse Consultant/Health Care Specialist on medical matters as they pertain to clients/client file maintenance as required.



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- Provide additional on-site assistance as required during staff absences (e.g. during mental health days, sick days, vacation time) as required.

Expectations:

- Develop and maintain a professional schedule while communicating with the ED.
- Participate in annual progress reviews conducted by the ED.
- Proactively and continually develop and improve upon RCR's daily functioning.
- Attend other duties as assigned.

Availability and Hours of Work:

- This position will require a minimum of sixteen (16) hours per week from Monday - Friday, as well as possible paid overtime.
- This position will require that the successful candidate be available for potential after-hours emergencies including but not limited to responding to calls, texts, emails, facility emergencies, etc. in a timely manner.

Compensation

Salary:

- The Executive Assistant position will provide a gross annual salary of \$25,000.
- This position will be entitled to a minimum yearly salary increase of 3.0% or as deemed appropriate by the current Board of Directors.

Work/Life Balance:

- Following one year of continuous complement, this position will receive two (2) weeks of paid vacation time per year; for years 2-5. This position will receive one (1) additional week of paid vacation time for each five (5) additional years of service up to a maximum of four (4) weeks.
- This position will receive eight (8) paid sick, personal, or family care days per year, after 30 days of continuous employment. This time cannot be carried over to the next year.

Benefits, RRSPs, and Perks:

- This position will receive health benefits and RRSP contributions as determined by the Board of Directors.



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Technology:

- The successful candidate will either receive a cellular telephone which can be used for both business and personal purposes, or will be compensated a \$50 monthly allowance for the use of the candidate's existing personal device.
- The successful candidate will receive a laptop/tablet for business use.

How to Apply

Qualified candidates are asked to email their CV/resume along with a cover letter explaining why they believe they would be a good fit for this position to:

Cindy Foster, Executive Director (she/her) at cfoster@regenesisrecovery.com

RCR strongly encourages applications from women and non-binary individuals, especially those belonging to the 2SLGBTQIA+, BIPOC, and/or disabled communities. Applications will be reviewed as received, and interviews will be ongoing until the position is filled. While RCR thanks all applicants, only candidates selected for an interview will be contacted.



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