

# **STARS<sup>®</sup>**

## **Executive Assistant Calgary Base**

STARS (the Alberta Shock Trauma Air Rescue Society) is a non-profit, charitable organization providing airborne intensive care to critically ill and injured patients. Patient care and transport, emergency medical communications, education and research, and fundraising and community partnerships are the pillars of the STARS program. Since it began in 1985, STARS has flown nearly 19,000 missions. The Shock Trauma Air Rescue Service Foundation was established to lead fundraising for STARS.

### **What's the opportunity?**

STARS is seeking a well-organized, proactive individual to fill the role of Executive Assistant to the Vice President, STARS Foundation and may also provide confidential administrative support to the executive office during peak times. The individual must have the ability to work independently and take initiative to solve problems. The Executive Assistant interfaces with executive and management, staff, volunteers, donors, outside agencies, Board members and the general public requiring exemplary communication skills.

The Executive Assistant will prepare documents and presentation material, screen and respond to incoming correspondence, enquiries and phone calls, arrange and attend meetings, record and distribute minutes, draft correspondence, arrange travel, maintain the executive office records/filing system, participate on committees, and assist with the preparation of STARS Annual Galas and other related functions.

### **Qualifications**

- A minimum of 3-5 years experience working in a corporate executive office environment with greater experience preferred
- Certificate in Office Administration
- Advanced Word; Excel; and Outlook computer skills
- Intermediate PowerPoint skills
- Conduct research using the internet
- Knowledge of Alberta Gaming rules & regulations is an asset
- Raiser's Edge or similar data base experience is an asset
- Record and distribute meeting minutes
- Excellent verbal and written communication skills

## **Want to apply?**

STARS offers a competitive salary based on education and experience. There is an excellent company paid benefit package with a matched RRSP program.

To explore this opportunity further please submit your resume to **recruitment@stars.ca** no later than **Monday July 16, 2010**. For more information about STARS visit [www.stars.ca](http://www.stars.ca).

**STARS was voted “Best Place to Work” in 2008 in the non-profit category as featured in Calgary Inc. Magazine.**

*While we thank everyone for their interest, we are only able to contact applicants selected for an interview. You are encouraged to watch for future opportunities by checking [www.stars.ca](http://www.stars.ca).*