

Executive Assistant

Reporting to and working closely with the Executive Director, the Executive Assistant provides support to the executive functions of the organization, ensuring smooth operations for all employees and volunteers.

The major responsibilities of the Executive Assistant will be to support the Executive Director in all administrative functions, including supporting the Board of Directors.

Job Specific Responsibilities

Support the E.D.

- Provides accurate word-processing support by composing and editing a variety of documents. This includes confidential correspondence, memoranda, contracts and proposals
- Supports the ED in managing their calendar /scheduling meetings and appointments as needed
- Maintains corporate files that permits easy reference and rapid retrieval of information for all corporate services
- Develops PowerPoint presentations and other communication vehicles as required
- Arranges/supports travel for ED and other staff when required

Support the Board of Directors

- Supports the ED in the preparation of Board and Committee meetings, including compiling, preparing and posting Board material for meetings and other information as required the meeting materials
- Ensure the timely preparation of the operational and monitoring reports for the ED and Board of Directors, in collaboration with the Leadership Team;
- Calendar management – Maintain short, medium, and long-term calendar of activities for the Board of Directors and Board Committees;
- Ensure scheduling of Board and committee meetings
- Act as a recording secretary for all Board and committee meetings and prepare and maintain minutes, bylaws, policies, and other public and confidential documents of the Board and its Committees in a timely manner
- Provides support for Board Members and Board Committees •
- Prepares room/space/food for Board and Committee meetings

Reception

- Provides on-site reception duties as required including processing mail
- Responding to general questions and requests from the public, via telephone and email

Administration

- Manages relationships with vendors, service providers and landlord
- General administrative duties as required to ensure smooth operations, including maintaining office equipment and supplies

- Supports monthly financial processes: to ensure required submissions are met, liaises with and provides in-office support to Accountant and Bookkeeper, including managing office petty cash and making bank deposits, and other banking related tasks as required
- Supports the Executive Director in HR processes as needed, including: recruitment; hiring processes; orientation and onboarding of new employees, ensuring proper setup for remote and in-office work
- Support benefit administration including coordinating staff support
- Maintains up-to-date personnel files

Qualifications Education •

- Secondary school diploma and post-secondary training in office administration or a related program, or an equivalent combination of experience and education

Skills and strengths

- 5 years administrative support experience
- Good conversational French skills (Being fluently bilingual is not essential, but would be an asset.)
- Enjoy and able to work independently
- Guide projects from inception to completion
- Excellent MS Office skills (Word, Excel, Outlook, PowerPoint)
- Strong attention to detail and thoroughness
- Strong organizational skills
- Excellent interpersonal skills – committed to supporting staff and team cohesion
- Demonstrate a high degree of professionalism
- Experience with meeting planning

Position Type:

Permanent, part-time, 21 hours/week

Environment:

Currently (and likely will continue to be) a blend of remote work from home with some work on-site in our Ottawa office. We are a highly professional, engaged, independent team that is results driven: outcomes are reported, shared and celebrated. Flexible work hours; parent/child/family supportive.

Diversity, Equity, and Inclusion

We strive to be an equitable and inclusive employer so that our workforce represents the diversity of backgrounds and identities across Canada. We welcome applications from candidates who identify as Black, Indigenous, People of Colour, LGBTQ2+, people with disabilities and other under-represented communities. Accommodations are available on request for candidates taking part in all aspects of the selection process - please let us know how we can support your application.

To Apply

Please send your resume and cover letter via e-mail to hr@mediasmarts.ca



We will be interviewing applicants on a rolling basis beginning **Thursday, September 30, 2021** ; please submit your application as soon as possible. Interviews will be held virtually. We thank all who apply for their interest, only those selected for an interview will be contacted

Location:

Ottawa

We thank all applicants for their interest, however, only those under consideration will be contacted.