



EXECUTIVE ASSISTANT

Permanent Part-Time

August 2021

Role Description

Reporting to the CEO, the **Executive Assistant** will play a key role in the organization by providing administrative, executive, governance, and project coordination support to the CEO, Senior Management Team, Board of Directors and Committees and Councils. Success in this role will ensure leadership can effectively and efficiently make strategic contributions and that the governance materials are well-organized for compliance and future needs. Working in conjunction with ALS Canada's Office Manager, they will act as the primary point person for leadership, ensuring a seamless flow of operations.

The successful candidate will be well-organized, detail-oriented and will effectively manage up to meet deadlines and requirements. They will use the opportunity to be in the know across the organization to inform the work in all areas of organizational governance and support for the CEO and Senior Management Team.

Work Environment

Though ALS Canada is currently working remotely, this is a hybrid role and will involve in-person work. As appropriate given recommendations by relevant health authorities, the Executive Assistant role will be stationed in-office as required to support the needs of our CEO and Senior Management Team.

What You Will Do:

Governance

- Assist with the implementation and sustainability of governance processes by compiling and synthesizing key information
- Manage all aspects of Board, Committee and Council meeting preparation, including AGM
- Coordinate monthly Board package, including draft agenda, Committee reports, memos
- Draft annual meeting schedule and oversee all Board, Committee and Council meeting logistics
- Proofread and format all Board, Committee and Council package materials, ensuring accuracy and consistency across all content
- Own and track all Board documents, compliance items; Board action items; minute book, motions register and online documents

Waterstone
CANADA'S
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CORPORATE
CULTURES
2020

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- Assist with Governance Policy Manual; maintain Governance records including the Minute Book
- Monitor and coordinate all requirements for Imagine Canada Accreditation compliance and submission
- Maintain a database of Board, Committee and Council membership information
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- Support the annual Board Nominations process Maintain Board Orientation materials, supporting SMT to ensure materials are accurate and up to date
- Manage various memberships and licenses, including: Corporations Canada, CRA (Board Membership), Imagine Canada, Province of Alberta Business Licensing Online (PABLO)
- Manage, review and submit Board expenses monthly
- Assist with onboarding of new Directors by ensuring necessary documentation is completed

Executive Support

- Act as key support to CEO and Senior Management Team
- Identify and streamline processes to assist SMT optimize their time and resources including calendar management
- Receive and respond to communications (e.g. invitations, requests) from outside stakeholders and the public, escalating priority information to the CEO
- Draft, and format internal communications, letters and presentations as needed
- Administer and protect confidential files and Board presentations
- Support with calendar and logistics management for meetings, events, and travel
- Assist with monthly expense processing
- Provide back-up and/or vacation support to Office Manager

What we are looking for:

- A minimum of 3-5 years' experience as an Executive Assistant, preferably in a not-for-profit environment
- Demonstrated knowledge of multi-level governance with experience supporting recurrent processes (e.g. Board meetings, AGMs)
- Demonstrated meeting coordination experience – working with Chair and Senior staff to coordinate dates, meeting invitations, agenda setting, meeting package coordination, onsite/virtual setup, minutes, follow-up
- Strong computer skills with proficiency in Microsoft suite (SharePoint, Word, Outlook, Excel) and remote tools (e.g. Teams, Zoom)
- High level of professionalism with strong interpersonal, organizational, communication and written skills
- Acute attention to detail and accurate documentation, records management, and reporting
- Solid numeracy skills with experience managing and submitting expense claims, reports
- Proven ability to build positive relationships across the organization partnering with internal and external stakeholders
- Ability to prioritize conflicting needs, handling matters expeditiously and proactively, following-through on projects
- High degree of discretion with an ability to manage and protect confidential information and documents

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- Inherent demonstration of ALS Canada core values: accountability, collaboration, compassion, integrity, resiliency, respect
- Willingness and ability to support monthly governance meetings outside of normal working hours (e.g. materials preparation, Friday / Saturday Board meetings)
- Successful completion of a criminal background check.

Preferred

- French/English Bilingualism is an asset
- A driver's licence and access to a vehicle is an asset

Apply Today!

Submit a cover letter and resume in pdf format jobs@als.ca. Please be sure to indicate the job title in the email subject. Applications will be reviewed on an ongoing basis until the position is filled.

ALS Canada would like to thank all applicants for their interest; however only those selected for an interview will be contacted.

Why join ALS Canada?

A charitable organization that lives its values of accountability, collaboration, compassion, integrity, resiliency and respect, ALS Canada works with the ALS community to improve the lives of people affected by amyotrophic lateral sclerosis through support, advocacy and investment in research for a future without ALS. Fully funded by donors, we were fortunate to benefit from the generosity of Canadians during the Ice Bucket Challenge of 2014, and are now focused on implementing our 2018 to 2023 strategic plan in support of the following long-term impacts: people affected by ALS receive the best possible standard of care; more treatments are available to improve quality of life and extend lifespan; and people are empowered to make informed decisions about ALS.

Our world is challenging. The people we serve are dealing with a devastating illness. But in the midst of it, their resiliency and spirit is remarkable and moving. You will be touched by the community and will find a way to naturally and effectively engage.

ALS Canada is committed to accommodating the individual needs of job candidates, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), ALS Canada is committed to accommodating applicants with disabilities within our recruitment processes. Please contact the HR department at jobs@als.ca if you require an accommodation during the recruitment process.

ALS Canada is committed to being an equitable employer, we strongly encourage people from equity seeking groups to apply.