



CESO is a leading economic development organization dedicated to sustainably reducing poverty and fostering economic growth in Canada and globally. Our Volunteer Advisors (VAs) are senior-level professionals and executives who are interested in sharing their knowledge and expertise in meaningful ways.

EXECUTIVE ASSISTANT (TORONTO)

SUMMARY

Reporting directly to the President & CEO, the Executive Assistant will serve as their primary point of contact internally and externally and serves as a liaison to the Board of Directors and Senior Leadership Team. In addition to performing general administrative duties, the Executive Assistant must enjoy working within a small, entrepreneurial environment that is mission-driven and results-oriented. Key responsibilities will include preparing correspondence, reports, presentations, agendas, event briefings, research, managing travel preparations, transcribing minutes and managing the executive's schedule. Additionally, the Executive Assistant must have the ability to set goals and prioritize among multiple projects, work well under pressure, possess the ability to exercise good judgment in a variety of situations, and handle confidential matters with discretion and communicate effectively. This position is based in Toronto.

DUTIES & RESPONSIBILITIES:

Executive Support:

- Manages an extremely active calendar of appointments and ensuring it is up-to-date and respected
- Completing expense claims
- Arranges detailed travel plans, itineraries and documents for travel-related meetings
- Plans, coordinates and ensures the President's schedule is followed and respected, and provides "gatekeeper" role
- Answers phones, general emails / mail and responds accordingly
- Communicates directly, and on behalf of the President & CEO, with Senior Leadership Team, staff, Board members, and others, on matters related to programmatic initiatives
- Provide communication between President and internal departments
- Works closely and effectively with the President & CEO to keep them well informed of upcoming commitments and responsibilities
- Ensures the President & CEO is kept informed around general day-to-day matters, internally and externally
- Drafts specialized correspondence, reports, presentations, agendas, etc.
- Researches and provides detailed briefing documents for the President & CEO related to internal / external meetings, public events and speaking engagements
- Prioritizes conflicting needs, handles matters expeditiously, proactively and follows-through on projects to successful completion
- Performs other administrative duties related to special projects

Board Support and Liaison:

- Serves as the President & CEO's administrative liaison to CESO's Board of Directors
- Adhere to compliance with regulations set in bylaws regarding Board and Board Committee matters, including advance distribution of materials before meetings
- Manages collection and compilation of reports and other documents for Board binders required for quarterly Board meetings
- Responsible for organizing all logistics for quarterly Board meeting and taking Board and Committee meeting minutes
- Prepare and submits expense claim reports on behalf of Board members
- Arranges complex and detailed travel plans for Board members attending Board and Committee meetings (e.g. travel and accommodations)

Senior Management Liaison:

- Participates as an adjunct member of the Senior Leadership Team, including assisting in scheduling, attending meetings and taking / distributing minutes of the meeting, as well as travel and accommodation logistics
- Assists in coordinating the agendas for Senior Leadership Team meetings, general staff meetings and any off-site meetings that are required

KNOWLEDGE AND SKILLS REQUIREMENTS:

- Successful completion of a post-secondary education or 2 to 3 years relevant work experience
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Demonstrated proactive approaches to problem-solving with strong decision-making capability, can anticipate the needs of President & CEO, Senior Leadership Team, Board of Directors and CESO Members
- Actively seeks opportunities and proposes solutions
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including Board members, Senior Leadership Team, staff and CESO Members
- Excellent oral and written communication skills
- Friendly and confident phone manner, demonstrating the highest level of customer/client service and response
- Ability to work independently, take direction and follow instructions
- Highly resourceful team-player
- Able to work effectively under pressure with tight deadlines
- Project Management skills an asset
- Able to exercise discretion in dealing with sensitive or confidential matters
- French language skills are preferred

Please forward your resume, cover letter, including salary expectations, with **Executive Assistant** in the subject line to:

Jennifer Rovet, Recruitment Manager
jrovet@ceso-saco.com

Application deadline: March 15, 2019

CESO is an equal opportunity employer.

We appreciate the interest of all applicants, but only those selected for an interview will be contacted.