



Position Description

Executive Assistant and Office Manager

About Nature Canada:

Founded in 1939, Nature Canada's mission is to protect and conserve nature in Canada by engaging people and advocating on behalf of nature. Our focus is to facilitate voices for nature on national issues including wilderness protection, threatened species and connecting people to nature.

Job Summary

The Executive Assistant and Office Manager is a key position at Nature Canada providing administrative support to the Executive Director; coordinating and managing logistics for the Board of Directors and Annual General Meetings, and managing operations at the Nature Canada office.

Job Description and Duties

- Provide administrative support to the Executive Director including, schedule meetings, answer and screen calls, manage agenda, organize travel logistics, assist in document preparation, assist with program development, and other administrative duties as needed.
- Provide administrative support to the Board of Directors including, timely preparation and delivery of meeting materials, accurate documentation, and official minute taking of Board and Annual General meetings, attend to day-to-day requests as it relates to Nature Canada's work, and provide support for expense reimbursement and travel logistics
- Being the official liaison with external suppliers, contractors and landlords.
- Help coordinate the work of NGO coalitions by facilitating smooth information flow, scheduling calls, drafting notes, and conducting outreach.
- Primary staff responsible for new employees' orientation.
- Distribution of mail and initial processing.
- Event planning for the organization, Board of Directors, and ENGO gatherings.
- Other duties as required.

Management Structure

The Executive Assistant will report directly to the Executive Director and will work closely with him/her to develop a work plan and monthly/yearly responsibilities.

Summary of Qualifications and Experience

The successful candidate will have some combination of the following:

- College diploma, university degree, or 5 years of relevant experience working for a not-for-profit in a responsible administrative or programmatic role.
- Ability to work in English and French.
- Exceptional organizational and communication skills.
- A proven ability to respond professionally to written materials as required.
- Computer literacy including Adobe Acrobat, Microsoft Word, Excel, Outlook, and PowerPoint.
- Ability to prioritize job tasks, problem solve, and focus on deadlines.
- Strong team player with excellent inter-personal skills.
- Proven commitment to nature and the environment.

To Apply

Please send your resume and cover letter outlining your motivation for applying for this job to Katelyn Cutler (kcutler@naturecanada.ca) with “EA and Office Manager” and your name in the email subject line.

The deadline for applications is 5:00 pm Eastern Time on May 22, 2019.

We thank all candidates for your interest in working at Nature Canada; only those candidates selected for interviews will be contacted. No phone calls please.