

Job Posting: Executive Assistant

SUMMARY

Clean Energy Canada is looking for an Executive Assistant to the Executive Director. The Executive Assistant enjoys working within a small, entrepreneurial environment that is mission-focused, results-driven and community oriented. S/he demonstrates good judgment in a variety of situations, possesses strong written and verbal communication, administrative, and organizational skills, and is able to maintain a balance among multiple priorities.

The Executive Assistant is able to work independently on projects from conception to completion. S/he is also able to work under pressure at times to handle a wide range of activities and confidential matters with discretion.

ROLES AND RESPONSIBILITIES INCLUDE

- 1. Managing the Executive Director's calendar and travel**
 - Manages an extremely active calendar of appointments and travel
 - Compiles packages of background materials for meetings when required
 - Compiles and submits travel and other expense reports

- 2. Supporting communications and outreach on behalf of the ED and the organization**
 - Researches, prioritizes, and follows-up on incoming issues and concerns addressed to the ED, and determines appropriate course of action, referral, or response
 - Communicates directly, and on behalf of the ED, with donors, staff, and others, on matters related to ED's programmatic initiatives

- 3. Managing special projects**
 - Researches for and writes internal memos, briefing notes, issue notes etc.
 - Coordinates initiatives such as convening events, workshops and other campaign initiatives

- 4. Managing the Victoria office**
 - Maintains supplies and equipment, liaises with property manager as needed
 - Coordinates with co-tenant on use and maintenance of shared space

QUALIFICATIONS

- Strong organizational skills that reflect an ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail
- Very strong interpersonal skills and the ability to build relationships with stakeholders, including staff and external partners
- Expert level written and verbal communication skills
- Demonstrated proactive approaches to problem-solving with strong decision-making capability, and an ability to be adaptable to various competing demands
- Emotional maturity
- Ability to perform as a highly resourceful team-player as well as be extremely effective independently
- Proven ability to handle confidential information with discretion, and demonstrate the highest level of service and response
- Demonstrated ability to achieve high performance goals and meet deadlines in a fast-paced environment
- Forward looking thinker, who actively seeks opportunities and proposes solutions

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's degree
- Experience supporting senior staff, preferably in a non-profit organization
- Experience and interest in internal and external communications, partnership development, and climate change solutions
- Familiarity with government, industry, and stakeholder relations in Canada
- Proficient in Microsoft Office (Outlook, Word, Excel, and PowerPoint), Google Drive, and social media web platforms, and an aptitude for working with new technologies.

WORKING CONDITIONS

- Position is based in Victoria
- This is a full-time position. Option of part time could be discussed.

SUPERVISION

- The Executive Assistant reports directly to the Executive Director

About Clean Energy Canada

Clean Energy Canada is a climate and clean energy program within the Morris J. Wosk Centre for Dialogue at Simon Fraser University.

We are a team of about a dozen people working to accelerate Canada's clean energy transition by sharing the story of the global shift to renewable energy sources and clean technology. We conduct original research, convene influential dialogues, inform policy leadership, and build citizen engagement.

Our team is small but mighty. We strive to be innovative, collaborative, data-driven and responsive to shifts in the political and policy landscape. We work in a fast-paced environment where clear and engaging communications matters and where each individual's contribution counts.

Compensation

Clean Energy Canada offers a competitive non-profit salary, vacation and health benefits package. This position is a one-year contract with the possibility of extension and potential for growth.

How to Apply

If you think this position sounds like a great fit for you, please submit a **cover letter and resume** to jobs@cleanenergycanada.org, following these instructions:

- Submit your resume and cover letter as one PDF file named using this format:
Application_JobTitle_LastName-FirstInitial_YYYYMMDD.pdf
- Address the cover letter to Merran Smith and limit it to **one or two pages**

NOTE: Applications that do not adhere to these format and naming conventions will not be considered.

Clean Energy Canada is an equal-opportunity employer. While we appreciate all expressions of interest, only those applicants selected for an interview will be contacted.

Application Deadline

Applications will be considered as they are received, and this competition will remain open until the position is filled. The ideal start date for the successful applicant is December 1, 2019 or sooner.