

Employment Opportunity

EXECUTIVE ASSISTANT

FAQ's

APPLICATION CLOSING DATE: MAY 16 2022 @ 12:00 PM PT

APPLICATION PROCESS INFORMATION:

- Informal Meet N' Greet via Zoom
May 6 @ 12:00 - 1:30 PM PT, 1:00 - 2:30 PM MT, 3:00 - 4:30 PM ET
Anonymous + optional
[REGISTER HERE](#)
- Application review May 18 - 20 2022
- Notify all applicants by end of day May 23 2022
- First interviews June 1 - 2 2022
- Second interviews June 13 2022
- Position negotiated and signed off by June 17 2022
- Expected start date July 1, 2022

WHAT'S AN INFORMAL MEET N' GREET

We'll provide a webinar style zoom link to folks who register here. Join us to hear a moderated conversation between Kris Archie, CEO, and a couple of our seasonal stewards to learn more about our organization and how we roll. You'll hear about why this work matters to us and where we imagine this year will take our team. We'll provide folks with an opportunity to ask questions about our work culture, style and this specific position. If you'd like to apply but are wondering about the people you'd be working closely with - this is a great opportunity to suss us out and to see if you could imagine spending a lot of time with us. Participation is optional and confidential.

WHAT'S A SEASONAL APPROACH TO WORK?

We embarked on a journey to create a more sustainable and nourishing work environment in 2018. This required us to sit with and answer questions related to how living systems can inform us about where best to spend energy in each season.

This enlivened our working rhythm and helped us make decisions about when, where and why we do certain kinds of programming, operations and governance focused work. Over the past two years we have been actively practising the integration of this approach whereby our Winter season is work focused on administration, operations, infrastructure and integration. Spring is focused on emerging priorities, new partnerships and communications. Summer is about member focused engagement, relationship building activities and member focused content creation. Fall is our time for bringing forward the lessons of the seasons before, making visible the bounty of our shared learning and research efforts with partners. Each season is stewarded with a manager whose busiest season is the one they steward, while being supported by the team to engage and participate in the seasonal activities of other seasons. Specifically, this position is connected to the spirit of Winter providing professional, detail-oriented administrative support to the Chief Executive Officer. As a member of the Operations team, the Executive Assistant will provide high level meeting coordination for the CEO, partners, members and The Circle team.

WORK FROM HOME ?

We are currently working from home in this pandemic period while also considering a transition to being fully or mostly remote workplace pending employee desire. That being said we are aware that working from home brings with it added complexities re: work life balance, use of space, and a lot of personal discipline. We are able to accommodate employees to work from a physical office space in their local area - and we can discuss that option as desired and as provincial and federal health orders allow. We also provide a WFH Stipend to ensure that staff have a suitable work space set up in their home, ergonomic devices to assist body wellbeing as well, have the supplies required to do their work which will include hardware and software provided by the organization.

COVID-19 SAFETY PLAN

All new staff effective January 10, 2022, will be required to provide their Canadian COVID-19 proof of vaccination as a condition of their employment with The Circle. Our team is currently all working from home and continues to follow local, provincial and federal orders and recommendations for safety. All staff work is currently happening virtually and in the case of in person gatherings they only happen in full compliance of the appropriate provincial and First Nations health mandates. All staff have two weeks paid time off in the case that they or someone in their care gets covid during this time. Organizationally we have a commitment to hosting all external meetings and work virtually while also pausing on all interprovincial, national and international work related travel until advised otherwise by provincial and federal authorities.

LIKELY INTERVIEW QUESTIONS

Here is a sample of the questions we're likely to ask during 1st interviews. We share them here to honour the value of doing deeper thinking to respond more fully to questions like these.

- Share a story about your community, who are they, where do they reside and who else calls you kin
- Share a story how you activate a cultural value that relates to this position
- What excites you most about working with The Circle?
- What's most concerning for you about working with Settler Philanthropy and or with Indigenous organizations?
- What are the practices that keep you energised, nourished and connected?

FIRST 90 DAYS

The first 90 days at The Circle will be a lovely ride - a time for connecting with team members, getting oriented to our systems and developing your pathway for systems integration and implementation. Your first week will be an orientation to our existing systems and setting up your email, doing some internal set up and getting your home office ready. Week 2 will consist of one to one time with the CEO and the winter steward, Manager of Operations & Policy Development. Weeks 3 and 4 we'll carry on with some team building and work plan development for the coming year. This is just a small taste of the variety of work, expectations and opportunities this role will encompass in the first 90 days among other duties. While we don't expect perfection or encourage a culture of overwhelm, we do bring focus, intention and energy to moving through our days together with high trust and value on following through while honouring family, community and cultural responsibilities.

STILL HAVE QUESTIONS?

You can book a conversation with Kris Archie directly by sending an email request, subject line: EA Chat to kris@circleonphilanthropy.ca

As well you can learn more about our work by reading, listening or watching the following:

- [Trust-based Philanthropy Won't Work if it's "Built on a Rotten Foundation"](#)
- [Fire-side Chat: Sara Lyons, Tim Fox, Kris Archie with Alexander Dirksen](#)
- [The Sweetness of Summer Berries: My Personal Journey to Learn About Decolonizing Philanthropy and True Reconciliation](#)
- [Journey of Reciprocity: The First Eight Years of The Circle on Philanthropy and Aboriginal Peoples in Canada](#)