

## Employment Opportunity

### EXECUTIVE ASSISTANT

#### **A BIT ABOUT US:**

The Circle has focused on building a thoughtful movement for sector transformation that takes into consideration the deep and undeniable Indigenous wisdom related to wealth redistribution, relationship to place and reciprocity, among other concepts and practices. We provide technical and relational skill building to our members in order to amplify the wisdom, labour and contributions of Indigenous peoples. We aim to see Settler philanthropy accelerate change in its practices and policies, in the redistribution of power, funds and decision making to better reflect and serve Indigenous peoples, communities and movements. We are a thoughtful and inviting member serving organization that aims to work alongside organizations who see value in doing differently. Our organization actively seeks to centre and amplify Indigenous wisdom, decenter whiteness in our convening, research and engagement. We provide accompaniment for strategic change, grant making redesign and Indigenous community engagement, alongside member specific programming, research and relationally focused shared learning opportunities.

#### **A BIT ABOUT YOU:**

You are a naturally pragmatic, disciplined person and likely an upholder who delights in creating a list and getting it all checked off. You have high emotional intelligence, self awareness, practices for reflection, growth and wellbeing. You know how to manage up and across and enjoy enabling the shared leadership of those around them. Although there is a variety of work at hand you have clarity about how to prioritize your time to best serve the organization. While some people enjoy the pace of working in urgent and emergency situations, you are all about the deliberate, focused and steady pace of getting work done. You are great at asking for what you need, offering your assistance to peers and communicating effectively with internal and external audiences. Most importantly you are truly passionate about administration and developing practical tools to support the creative possibilities of our work.

## **THE FINER DETAILS**

### **SPIRIT OF THE SEASON: WINTER**

The Circle carries out its work in relationship to the seasons and this position is connected to the spirit of Winter. Winter is a time for clear intention, preparation and integration. This is our time for organizing the year ahead, building the foundation to be strong and steady for what will come our way. The Winter season is integral to the increased strengthening of our organization and essential to our ability to build our boldest vision for the years ahead.

### **JOB PURPOSE**

The Executive Assistant/Event Coordinator will be responsible for providing professional, detail-oriented administrative support to the Chief Executive Officer. Coordinate all aspects of logistical needs for meetings and engagements for the CEO. Ensure meeting materials are compiled; prepare summary and action item notes. 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.

### **QUALIFICATIONS**

- Minimum five years of experience in executive level administrative support
- Excellent written and verbal communication; proven ability to write and format moderately complex documents and manage information flow skillfully
- High level of familiarity and effectiveness with online platforms and computer applications (i.e. Salesforce, Google Suite, Excel, attendease)
- Superior time management, unitasking skillset with the ability to prioritize tasks and work both independently and collaboratively
- Create efficiencies, maximize resources and check things off a to do list each day
- Experience working with Indigenous and or other equity deserving communities

### **ASSETS**

- Certification in office administration or related education program
- Event planning or community engagement and dialogue experience with virtual and in person convening from 25-250 people.
- Knowledge and experience in the non-profit or philanthropic sector
- Experience communicating with a diverse range of stakeholders and proven ability to build strong and lasting relationships and being comfortable with conflict and courageous conversations
- Skilled in CRM platform set up, implementation and management of Salesforce or similar tools

## **EXAMPLES OF WORK YOU'LL STEWARD**

- Design and implement a process to track, manage and prioritise external speaking requests, engagements and fee for service considerations for the Circle
- Implement file maintenance and management system alongside team and related to seasons, special projects, board and governance committees
- Create processes and workflow templates to reduce duplication and increase productivity for themselves and those around them Work with the CEO to develop routine processes for calendar management, speaking requests, meeting preparation, staff management.
- Meeting minutes and action item follow up for CEO and as requested for team and board
- Coordinate CEO's travel planning and support CEO's expense tracking and travel claims
- Prepare agendas and packages for meetings, engagements and/or events
- Support large gatherings, digital and in person engagements in collaboration with CEO and Seasonal Stewards
- Implement and maintain a strong CRM platform related to contacts, prospects, grant reporting, invoices and member renewals among other tasks.
- Provide assistance in seasonal event planning with supplies, participant data and primary contact for logistical planning.

## **COMPENSATION**

The salary range for this position is 45K - 60K. Health and wellness benefits are provided. We provide 15 days vacation, flexible working hours, birthday off and June 21st as a paid holiday. We work a 4 day work week for July and August and have a 3 week paid holiday closure between December and January. Working hours are 8:30 am - 4:30 pm with flexibility for home, community and cultural responsibilities.

## **COVER LETTER, RESUME AND REFERENCES REQUEST**

To streamline review we request that cover letters provide responses to the following questions:

- What knowledge are you excited to bring to this role and what are you most curious to learn about The Circle and this work?
- What cultural or personal values would you activate or sustain in your work alongside us?
- What would be your top 3 wisest actions to increase your personal wellbeing, team connection and get grounded in your first weeks?

Please be sure to self identify in your cover letter if you are First Nations, Metis, Inuit or if you are part of other equity seeking communities.

Additionally we request that your resume only highlights relevant work experience that indicate your qualifications and assets and no more than 8 years work experience.

Please provide a reference sheet with at least 3 contacts who can be reached by phone or video - ideally someone who has been or currently is your supervisor, one who is a peer and someone you have supervised.

As well, if you'd like, please provide the name of someone who is part of your community and can speak to the ways in which you contribute and participate in community wellbeing, celebration, connection and cultural activities where possible.

We acknowledge that for some Indigenous people and others who have experienced intergenerational state violence and endure continued colonial harm that the notion of community and kin is complex. Folks are invited to use their definition of family, kin and community of choice and also to opt out of providing this particular reference contact.

### **SUBMITTING YOUR APPLICATION**

- Send your cover letter, resume and references as one PDF document by emailing it to: [kyra@circleonphilanthropy.ca](mailto:kyra@circleonphilanthropy.ca)
- Subject line: Executive Assistant, First Name, Last Name.
- In your email please indicate your availability for interviews between JUNE 1-2.
- Compensation of \$190 will be provided for those individuals successful in reaching the interview stage.

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

For questions you may have - that we already know the answers to - [click here](#).

Please share this posting with folks in your network who you think would be interested to learn more.