

JOB DESCRIPTION

Position Title: **Executive Assistant, Office of the Chief Executive Officer**
Employment Terms: **Permanent, Full Time**
Reports to: **Chief Executive Officer (CEO)**

ORGANIZATION BACKGROUND Special Olympics Canada (SOC), a program within the worldwide movement, is dedicated to enriching the lives of Canadians with an intellectual disability through active participation in sport. SOC is a national not-for-profit grassroots organization that provides sport training and competition opportunities for more than 41,000 athletes of all ages and abilities. More than 17,500 volunteers, including over 14,000 trained coaches, currently support Special Olympics programs every day in 350+ communities across Canada. Special Olympics Canada's programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers. Special Olympics in Canada follows a federated program delivery model with a national office and twelve provincial/territorial incorporated chapters.

POSITION SUMMARY:

Focused on organizational excellence the Executive Assistant, Office of the CEO provides administrative and project support to the CEO on day-to-day matters and broader strategic initiatives. The Executive Assistant, Office of the CEO is the lead on all matters and activities related to the SOC Board of Directors. This role supports collaboration with the twelve provincial /territorial chapters and SOC staff and requires a positive customer service approach with both external and internal stakeholders across the organization. As opportunities arise, this position also takes initiative and leadership on special projects. Independent judgment is required to plan, prioritize and organize the diversified workload. Impeccable attention to detail is essential in the coordination of meetings and the preparation of a variety of business documents. Driven by excellence in all facets, the incumbent must be professional, trustworthy, technologically adept, organized, diplomatic and committed to quality, accuracy and efficiency.

JOB DUTIES & RESPONSIBILITIES:

Support to the CEO

- Act as first point of contact for matters referred to the CEO, vetting information and providing a recommended course of action to the CEO;
- Manage CEO calendar, requiring interaction with both internal and external stakeholders;
- Assist in managing routine correspondence, drafting and distributing responses as required;
- Assist with the preparation of a variety of documents including, but not limited to; letters, memos, agendas, minutes, presentations, spreadsheets and reports;

Special Olympics Canada

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Email info@specialolympics.ca **Twitter** @SpecialOCanada
Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.

Olympiques spéciaux Canada

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Créé par la Fondation Joseph P. Kennedy fils au profit des personnes ayant une déficience intellectuelle.



- Provide support to the CEO on strategic plan development, governance matters, policy oversight and other projects and initiatives that arise;
- Coordinate logistical needs including meeting preparations, travel arrangements and financial reporting (expense claim and invoice processing, monitoring budgets, etc.)
- Provide support to the CEO related to involvement on committees and/or other Boards.

Board Governance

- Logistical lead for the SOC Board of Directors, including all Board meetings, executive meetings, orientation sessions and retreats;
- Work with the Board Chair and Secretary to ensure all Board Governance Principles and Procedures are met. Make recommendations for revisions as required;
- Manage the timely preparation, compilation and distribution of all Board materials before and after each meeting;
- Organize the annual Board of Directors Orientation and other required Board training;
- Prepare, obtain required approvals and distribute meeting minutes in a timely manner and submit to legal counsel for filing in minute book;
- Maintain, update and revise the Board Manual, all Board rotation, contact and committee lists, Board forms and the Board skills matrix;
- With the Chair, administer the annual Board survey, compile responses and prepare a report;
- Ensure all Board material is uploaded to the Dropbox and hyperlinked to the appropriate documents;
- Provide administrative support to the Board Chair, as required;
- Ensure appropriate matters are communicated to all Board members.

Chapter Governance

- Coordinate national meetings/conferences (in-person and virtual) including all logistics (on-line platforms, venue and vendor contract negotiations, meeting specifications, meals, audio visual, delegate registration, travel);
- Complete the timely preparation, compilation and distribution of all meeting agendas, materials and meeting notes before and after national meetings/conferences;
- Maintain Canadian Leadership Council (CLC) contact list and coordinate monthly CLC meetings (virtual) including scheduling, distribution of meeting agendas, materials and minutes;
- Provide support to the Council of Board Chairs (CBC) and maintain contact list;
- Manage the annual chapter accreditation and census process, including distribution of templates and forms, responding to inquiries, compilation of submissions, and preparation of analytical documents for national and chapter reporting.

Governance, Administration and Project Management:

- Work with SOC Vice President, Finance & Business Operations to prepare all required government submissions, annual and otherwise, related to SOC's corporate status/filings and by-laws;



- Work with SOC Vice President, Finance & Business Operations on maintaining Human Resource files, managing vacation schedules, performance management documentation, and employee on-boarding;
- Work with the CEO and various stakeholders on special projects;
- Oversee the organization's policies and procedures, including Board approval, filing, stakeholder distribution, and timely review process;
- Work with the SOC Information Systems department to identify and implement technological solutions to maximize efficiencies and delivery of processes and services to both external and internal stakeholders;
- Maintain filing and distribution systems for a variety of records and files including confidential correspondence and reports;
- Maintain and update internal staff contact list and the Customer Relations Management (CRM) data specific to Board, Chapter and CEO contacts;
- Coordinate bi-weekly staff meetings;
- Support and contribute to the development of office procedures and processes that ensure maximum administrative efficiencies;
- Manage Office of the CEO budgets and timelines in an effective and efficient manner;
- Other duties and special projects as assigned.

EMPLOYMENT REQUIREMENTS:

- Minimum 5 to 7 years administrative experience at an executive level in a corporate, not for profit and/or government environment;
- Mature, positive and always presents a professional image both internally and externally;
- High level of personal integrity and diplomacy including the ability to exercise tact and discretion with confidential information;
- Excellent communication and interpersonal skills with the ability to deal with colleagues and stakeholders at all levels;
- Proven project management experience with the ability to effectively manage time, prioritize workflows and schedules, and respond to varied and often tight deadlines;
- Impeccable attention to detail and accuracy;
- Strong and reliable technical skills with proven proficiency with a variety of applications and platforms, including, but not limited to: Microsoft Word, Excel, Outlook and Powerpoint, ZOOM, MS Teams, CRM, Dropbox, Docusign, Adobe Creative Suite);
- Demonstrated experience with learning and implementing new technology platforms;
- Strong critical thinking skills, proactive, innovative, strong sense of responsibility and a problem-solver;
- High degree of motivation and a positive attitude;
- Committed team player with the ability to work in a flexible team environment with a focus on internal and external service;
- Bilingualism (English / French) is an asset;
- Ability and willingness to do limited domestic travel and weekend work.

**WORKING CONDITIONS & PHYSICAL EFFORT:**

- The position is performed in a hybrid (home/office) work environment, primarily sitting and working on a computer;
- Occasional travel and weekend work is required to attend meetings and events;
- Physical effort is minimal though occasional lifting of boxes may be required (up to 25 lbs.).

COMPENSATION:

- Excellent benefits package including RRSP and employee insurance (medical, dental, life, accident and long term disability), employee assistance program and fitness benefit;
- The salary for the position will be commensurate with skills and experience.

APPLICATION DETAILS:

Please submit a cover letter and resume by June 6, 2022 to sochr@specialolympics.ca with **'Executive Assistant'** in the subject line.

SOC is an equal opportunity employer committed to employing a diverse workforce. We encourage all qualified individuals to apply and thank all those who do. Only those selected for an interview will be contacted.