

Job Posting – Executive Assistant

We are seeking an experienced Executive Assistant to provide administrative support to the President & CEO, Executive Team and Board of Directors. The Executive Assistant will also be responsible for the professional and smooth operation of the CAREERS' office.

Primary Responsibilities

Executive Support

- Serve as the main contact for all matters related to the President & CEO
- Support administrative functions related to the office of President & CEO, Executive Team and the Corporate Office, including:
 - Preparing reports, correspondence and presentations
 - Coordinating travel and itineraries
- Administrative support to Board of Directors, Advisory Committees and Executive Team meetings, including:
 - Plan and organize meeting logistics.
 - Prepare agendas and meeting packages
 - Coordinate meeting logistics such as meeting rooms and meals
 - Record and distribute minutes
- Respond to and satisfy requests for information from stakeholders.
- Plan and organize various team events.

Office Administration

With the support of an Administrative Assistant, this position is also responsible for ensuring the following operational functions are completed with a high degree of accuracy:

- Office Management
- Data and records management
- Financial and Human Resources support

Skills and Qualifications

- Able to anticipate needs and make independent decisions on day-to-day activities and priorities, considering organizational policies and procedures, and the priorities of the President & CEO and Executive Team.
- Able to maintain a high degree of confidentiality
- Clear communication (written and verbal) and listening to gain understanding of team/stakeholder needs.
- Take initiative and follow through on actions.
- Manage time and numerous projects/activities. Meet and exceed targets, goals and objectives in a timely manner with excellent results.
- Able to work with a wide variety of stakeholders, both internal and external, at all levels.
- A high level of accuracy and attention to detail is imperative.
- Diploma or bachelor's degree in office management/Administration or Business.
- 5 to 10 years' experience in a similar role with increasing responsibility and accountability.

CAREERS: The Next Generation is a unique, non-profit organization raising youth awareness of career options and helping students earn while they learn through internship. We partner with government, educators, communities, industry, parents and students to introduce youth to rewarding careers and develop the skilled workers of the future. Our vision is for strong, vibrant communities where youth develop their paths to career success. For more information on CAREERS: The Next Generation visit our website at nextgen.org.