

LET'S TALK SCIENCE POSITION POSTING

Position Title: Executive Assistant to the President

Position Status: Full-time 2-year renewable contract. It includes:

- Competitive pay
- Comprehensive group benefit package

Closing Date: Position will remain open until filled; however; applications are encouraged by 11:59 pm ET on January 8, 2022

THE OPPORTUNITY

Let's Talk Science (LTS) is an award-winning, national charitable organization focused on education and outreach to support youth development. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering Canadian youth to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. Let's Talk Science has excited, inspired and engaged more than 9 million children, youth, educators and volunteers in STEM since its inception.

We invite you to visit our website (www.letstalkscience.ca) to learn more about our organization.

POSITION

The Executive Assistant to the President supports the President in the achievement of the goals of that office, with a strong focus on ensuring governance excellence by providing lead support to the Board of Directors and key stakeholder committees. The incumbent also supports the development and implementation of the government relations plan, including establishing positive relationships with various stakeholders for the purpose of furthering the work of Let's Talk Science. From time to time, the President may assign special projects to the Executive Assistant. This position is also responsible for a wide variety of administrative duties in support of the President. Duties include but are not limited to arranging travel plans, organizing logistics, meeting minute taking and distribution, scheduling appointments, filing and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public. Central to this role is an understanding that the Office of the President represents the mission, values, and aspirations of Let's Talk Science, and is seen to do so in all its activities and communications.

Responsibilities:

Support for the Board of Directors (30% - 35%):

- Working closely with the President, provide lead support on Board and Board committee activities and relations, including but not limited to: planning and coordinating of meetings and board events, collecting and preparing briefing materials and board / committee packages; taking minutes and ensuring follow up actions; maintaining annual board / committee work plans; ensure timely review of board policies (including working with the Senior Leadership Team in support of their board-related activities).
- Provide support to the Board Secretary to ensure exemplary governance processes are in place and followed.

Support for Advisory Committees and Working Groups (25% - 30%):

- Working closely with the appropriate senior leader (executive sponsor), provide lead support for key committees, including Let's Talk Science Education Advisory Panel (LEAP), National Indigenous Advisory Council (NIAC), internal Equity Working Group, and/or others as assigned, including planning and coordinating meetings (including annual multi-day events), collecting and preparing briefing materials, taking minutes, etc.

Executive Support (35% - 45%):

- Works with the President to develop and implement the work plan for government relations.
- Works with the President to prioritize and manage the President's schedule, setting up meetings on their behalf and resolving scheduling conflicts.
- Supports preparation of and organizes relevant briefing material and background documents for meetings or action required by the President.
- Prepares for, attends and records minutes of meetings, as requested by the President, including the preparation and distribution of agendas, minutes and other meeting materials
- Makes travel and accommodation arrangements and prepare expense reports
- Maintains stakeholder records in the organization's database
- Acts as a liaison with other teams by relaying instructions and/or information and following commitments through to completion
- Identifies and brings forward non-routine items and key milestone plans for discussion of action, relay instructions to the appropriate individuals and follow-up if required
- Other duties as required/requested that are within the scope of the position

Special Projects:

- Accepts special projects as assigned by the President.

Requirements/Qualifications:

- Completion of a post-secondary office administration/administrative assistant diploma or equivalent education or demonstrated experience
- At least 5 years' experience working in a professional administrative role, with at least 2 years' experience working at a senior level
- Demonstrated experience working with external stakeholders, such as a Board of Directors
- Strong computer literacy, including experience with database reporting, mail-merge techniques and demonstrated skills with Office Suite (Excel, Word, PowerPoint)
- A strong understanding of governance processes and protocols an asset
- Experience with Raiser's Edge an asset
- Fluency in both English and French an asset

Skills and Abilities:

- Advanced communication skills
- Excellent organizational skills with ability to coordinate work on multiple projects and superb attention to detail
- Demonstrated event management skills
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization and needs of the President
- Ability to work well under pressure and meet deadlines. Ability to take initiative and problem solve
- Genuine appreciation for the protocol, discretion and professionalism required of the position
- Ability to research information and summarize key details
- Ability to work outside of regular hours on occasion

Working Relationships:

- Reports to the President
- Works closely with other members of the President's Office and the Senior Leadership Team
- Interacts with other Let's Talk Science personnel as well as the public, including senior government officials and executive level contacts within organizations
- Represents Let's Talk Science to key stakeholders, including Board of Directors and key advisory committees

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter (including salary expectations) quoting “Executive Assistant to the President” as outlined below by 11:59 pm ET on January 8, 2022 to:

Shawna Agathos

Human Resource Generalist, Let’s Talk Science

1510 Woodcock Street, Unit 12 London ON N6H 5S1

Or via email: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Let’s Talk Science invites applications from all qualified candidates. We are committed to employment equity and building a diverse workforce reflective of Canadian society and especially welcome applications from racialized persons / persons of colour, women, Indigenous persons, persons with disabilities, LGBTQ2S+ persons and others who may contribute to the diversification of ideas. Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations, please contact the Human Resources representative listed above. Please also note that applicants must be legally entitled to work in Canada. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.