

The Edmonton Space & Science Foundation Executive Assistant to the President & CEO Full-Time

The TELUS World of Science – Edmonton’s (TWOSE) mission is to: Ignite curiosity. Inspire discovery. Celebrate science. Change lives. Located in Treaty Six Territory, we are the destination to engage Albertans’ hearts and minds in science.

TWOSE is committed to diversity, equity, and inclusion. We encourage Indigenous peoples, persons living with disability, sexual and gender minorities, women and members of all minority groups to apply. All qualified candidates are encouraged to apply.

POSITION SUMMARY:

Reporting to the President & CEO, the Executive Assistant manages the Office of the President & CEO and supports the Senior Leadership team by facilitating communication, preparing reports, and handling highly confidential information. The Executive Assistant manages protocols and documents for Board and Foundation, such as preparing correspondence, documenting and archiving Board minutes, receiving visitors, and arranging meetings on and off-site.

Key components of the Executive Assistant role include: managing the President & CEO’s’ day-to-day administrative requirements by managing calendars and all incoming correspondence (e-mail, phone, mail, etc.); reviewing and assessing correspondence; forwarding for action or information; and tracking the successful completion of each correspondence related action.

As a member of the Senior Leadership Team, the Executive Assistant contributes to TWOSE’s mission and vision by supporting an organizational culture of collaboration, innovation, and client service excellence.

DUTIES AND RESPONSIBILITIES:

1. Manage the office of the President & CEO

- Prepare, compose and edit a variety of documents, including highly confidential correspondence, memoranda, presentations, contracts and proposals of exceptional quality, including those for Board and executive audiences
- Prepare and securely manage confidential and high priority documents
- Review and assess all incoming email and correspondence, manage telephone enquiries, and provide general assistance as required
- Compose responses, forward to others to handle, or review with President & CEO
- Negotiate and manage timelines and expectations
- Represent TWOSE to others in a professional manner in alignment with organizational values
- Manage the schedule of the President & CEO

- Review and assess incoming requests for President & CEO approval, including contracts and amendments, purchasing and payment approvals, expense reports, meeting minutes, and others

2. Manage the operations of Foundation governance bodies

- Maintain all Board records, including manuals, Director files, contact lists, minutes, etc.
- Assist the President & CEO with communication to the Board, including preparation and distribution of the Board meeting packages and minutes and other core procedural documentation
- Manage and organize Board and Foundation functions, including the Annual General Meeting
- Serve as Recording Secretary for all official Board and Committee meetings
- Administer Board expenses

3. Manage Administration support and Reception staff team

- Manage a team of administrative support staff
- Manage TWOSE reception space
- Build leadership capacity in staff through delegation of responsibility and regular performance feedback
- Coach and mentor team members to achieve results

4. Support the Senior Leadership Team in general operations

- Facilitate work and communication among the Senior Leadership Team, advising, servicing, minuting meetings, and providing information on practices and protocols
- Coordinate travel arrangements for the President & CEO and other senior staff
- Coordinate conference and other PD registration and logistics

QUALIFICATIONS:

Knowledge and Abilities:

- Excellent communicator
- Proficient with MS Office Suite, Adobe Acrobat, SharePoint, and other business applications
- Experience with preparing agendas, minutes, letters, and memos accurately and error-free
- Expertise in all areas of corporate protocols and procedures
- Knowledge of standard office administration practices and procedures

Education:

- 5-7 years of experience in senior leadership or an executive level support role
- High school diploma is required
- Diploma or degree in Business Administration or related education would be considered an asset



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- Knowledge of executive administration and protocol, combined with a broad knowledge of non-profit and voluntary sectors
- Exceptional organizational time management skills with an ability to prioritize workload to meet deadlines

Note: A clean Police Information Check including the vulnerable sector is a condition of employment for successful candidates. The check must be completed prior to commencement of work and is the financial responsibility of the candidate.

Salary: TELUS World of Science - Edmonton offers a competitive salary commensurate with experience, plus a generous manager-level benefits package. Please indicate wage expectations on accompanying cover letter.

Hours of Work: 75 hours biweekly, Monday through Friday, with the ability to work weekends, evenings, and holidays as needed.

Opening Date: September 29, 2021

Closing Date: Until suitable candidate found

How to Apply: hr@twose.ca

We thank all applicants and advise that only those selected for an interview will be contacted.