

## Executive Assistant to CEO Position Description: Canada West Foundation –

August 2, 2022

You are organized, personable and get things done. You know how to keep the CEO on track with scheduling, meetings, follow-up and correspondence. You are looking to join a positive and highly-committed team who believe that the work we do makes a difference. We are all about issues, ideas and communication – and we have fun doing it.

Supporting a busy CEO, the EA will have the opportunity to make a difference to a small but growing charitable organization. Working with other admin staff, the EA's job is to make the CEO's life easier and more productive – through procedures and activities that are appropriate to the size and culture of this hard-working, ethical, knowledge-based organization.

The Canada West Foundation is a fast-paced, professional and lively environment. We work on interesting problems with interesting people. We are an independent, non-partisan, non-profit public policy think tank. Our original research is free of ideology and helps lay the foundation for public policy that improves the lives of westerners and all Canadians.

We are looking for someone who will enjoy providing support to the CEO by taking responsibility for:

- Correspondence: Receive, sort, respond, follow-up
- Scheduling: in-person and on-line meetings and phone calls
- Mailings: Mail merge experience necessary
- Filing: Hard copy and electronic, copy/scanning
- Help prepare CEO for meetings and events
- Project management support: Track and follow up on deadlines, contracts, and invoices with fundraising and other admin staff
- Assist other staff with events
- Contribute to team effort as needed

And, an excellent assistant who loves to:

- Prioritize important tasks, and make sure they are completed
- Organize electronic files (Dropbox) and hard copy files
- Handle incoming and outgoing correspondence
- Meet and greet visitors to office—provide coffee etc., order food when necessary
- Perform tasks that you can see need doing but which we have not thought of, and generally contribute to success of the Canada West Foundation

Our new Executive Assistant will have these attitudes, skills and competencies:

- Positive “can-do” attitude
- Professionalism and comportment to interact with senior levels in government and private sector
- Initiative and willingness to help
- Work well under deadlines and multiple demands
- Task ownership – punctual, diligent and thorough with attention to detail
- Organized – you love to colour code files and one of your guiding rules is *a place for everything and everything has a place*
- Open to change and new ideas
- Excellent written and oral communication skills
- Competence with: Microsoft Office, Dropbox, Outlook, Adobe Pro, Mail merge, Zoom and Teams

This is a continuing full-time position. CWF is a dog friendly office for well behaved canines.

Location: Calgary Beltline district, office-based position

Salary: non-profit scale

**Please direct Questions and Expressions of Interest (cover letter and resume) to Colleen Collins [collins@cwf.ca](mailto:collins@cwf.ca) before the end of business - August 10, 2022. Email subject line should read: CWF EA position\_last name**

The Canada West Foundation is an employer of talented and diverse individuals. To learn more about the Canada West Foundation, visit our website [www.cwf.ca](http://www.cwf.ca)