



**JOIN OUR TEAM. UNLEASH YOUR FULL POTENTIAL. DEFY NORMAL.**

## **EXECUTIVE ASSISTANT & PROJECT SPECIALIST**

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<b>Organization:</b>	Plan International Canada
<b>Reports to:</b>	Chief Operating Officer and VP, Talent & Culture
<b>Location:</b>	Toronto (Eglinton & Mount Pleasant)
<b>Status:</b>	Permanent, full-time

### **About You**

Are you passionate about equal rights for all children and equality for girls? Can you see yourself being an integral member of a team that works towards transforming lives globally? Are you a quick learner?

Are you an experienced administrative professional with a strong customer focus? Do you thrive in a fast-paced environment and demonstrate excellent problem solving, interpersonal and communication skills? Have you had success with delivering high quality results? Are you a trusted team player with a proactive, solution-focused mind-set?

### **The Position**

Reporting to the Chief Operating Officer (COO) and the VP of Talent & Culture, the Executive Assistant & Project Specialist will be responsible for providing administrative and executive support, including special projects in all matters related to the COO and the VP Talent and Culture.

Working in a professional and approachable manner, you will be committed to excellence in customer service, focused on supporting the COO and the VP to ensure they are as efficient and effective as possible.

### **What does success look like?**

#### **Executive Assistant, Board and Committee Support (70%)**

- Provide an expert level of executive and administrative support to the COO and VP, Talent & Culture
- Prepare correspondence, PowerPoint presentations, briefing notes and reports for management review
- Maintain accurate files as required both in electronic and hard-copy format

- Calendar and travel management including prioritizing meetings and holds, making travel requests and engaging with external parties
- Point person, and administrative lead for the Human Resources and Compensation Committee of the Board of Directors
- Coordinate regular internal meetings including: scheduling, logistics, preparing meeting materials and handouts, attending meetings, and taking minutes as required.
- Perform other duties as requested from time to time
- Manage a variety of inquiries being directed to the COO and VP; delegating as appropriate

### **Business Unit (Operations) Support and Project Management (30%)**

- Establish and maintain Operations tools and procedures, including distribution lists Operations management and team meetings, COO-specific Operating Plan progress, KPIs and status reports
- Provide support to Leadership Council including distribution, agenda and meeting management
- Assist with ad hoc research projects
- Ensure projects are supported and completed from start to finish, engaging management when appropriate

### **As our ideal candidate you will have:**

- Successful track record of providing administrative support at an Executive level
- Excellent administrative and organizational skills
- Ability to maintain strict confidentiality with sensitive information
- Proactive problem-solving and project management skills
- Advanced competency with Microsoft Office 365 suite and Skype for Business
- Experience preparing presentations of financial and non-financial information for a variety of audiences
- Demonstrated writing, proofreading and editing skills
- Ability to handle competing priorities by negotiating and managing expectations
- Resourceful, demonstrates initiative and ensures follow-through
- Post-secondary education in any field of study or equivalent professional experience
- Experience working collaboratively with a strong customer service orientation
- A passion for mission driven work and personal values aligned with those of Plan International Canada's organizational values

### **Why a career with Plan International Canada?**

Are you ready for an opportunity to join one of the largest not for profit organizations in the world? Are you excited about playing an important role in positively impacting the future of millions of children and families globally?

Plan International Canada is a member of a global organization dedicated to advancing children's rights and equality for girls. We are calling on all Canadians to Defy Normal: to take a stand anywhere children are oppressed, exploited or left behind and girls aren't equally valued. Together, we can create a world where all unleash their full potential.

We support children's rights from birth until they reach adulthood. And we enable children to prepare for – and respond to – crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. We have been building powerful partnerships for children for over 80 years and are active in more than 70 countries.

Our unique culture fosters a supportive, flexible workplace where employees are encouraged to bring their whole selves to work. Join our high performing, diverse team and change your career...positively impact the world! Further information can be found at: [plancanada.ca](http://plancanada.ca).

**How to apply:**

To express interest in this exciting opportunity to join a dynamic organization and a high performing team please forward your CV and covering letter, outlining your skills, experience and salary expectations to [gethired@plancanada.ca](mailto:gethired@plancanada.ca) by **January 20, 2019**. Please reference **EA & Project Specialist** in the subject line.

Plan International Canada is an inclusive workplace, and is committed to championing accessibility, diversity and equal opportunity. Requests for accommodation can be made at any stage of the recruitment process providing the applicant has met the bona-fide requirements for the open position. Applicants need to make their requirements known when contacted.

Consistent with our Child Protection Policy the successful candidate must receive clearance by a police background check, including the vulnerable sector screen.

Applicants must be eligible to work in Canada for the duration of the work term. Proof of eligibility will be required.

Plan International Canada sincerely thanks all applicants for their expressed interest in this opportunity however only those selected for an interview will be contacted. No phone calls please.

**Thank you for your interest in a career at Plan International Canada!**