



**MOOSE HIDE
CAMPAIGN**
**CAMPAGNE
MOOSE HIDE**

EXECUTIVE ASSISTANT

WHO WE ARE

The Moose Hide Campaign is an Indigenous-led grassroots movement seeking to engage men and boys, alongside all Canadians to work together to end violence against women and children, and all those along the gender continuum. As one of Canada's most recognizable reconciliation initiatives, the Moose Hide Campaign continues to spread across the country, engaging people from all sectors, cultures, provinces, and territories to learn together, work together, and take personal responsibility and collective action.

Our story is one of passion and possibility. Our heart-centered team is on a mission.

We want to gift moose hide pins to every Canadian.

We want to grow our national Moose Hide Campaign Day ceremony to realize 1 in 5 Canadians participating and one million Canadians fasting together in ceremony across the country, to end violence against women and children.

Our small, close-knit team completes their inspirational work in offices located in the Songhees Innovation Centre, on the traditional territory of the Lekwungen People.

WHO YOU ARE

You are highly organized with demonstrated expertise as an executive assistant. You find it easy to work independently and take the initiative where needed. You take pleasure in working with others and helping them achieve success. You are excellent at prioritizing and managing multiple tasks and deliverables; you are good under stress, and you know how to ask for help when needed. You are tactful, emotionally intelligent, are eager to make a positive impact. You have a positive solution focused approach to interpersonal relationships coupled with a strong sense of purpose and commitment to meaningful work.

Position: Executive Assistant
Reports to: Chief Executive Officer
Location: Victoria, Remote, Hybrid
Start Date: June 26, 2023 or sooner.
Salary range: \$60 – 70,000 per annum (negotiable, commensurate with experience)
Status: Full-Time, Permanent

THE POSITION

The Executive Assistant supports the CEO in the overall success of the Moose Hide Campaign. With a great deal of compassion and tact, the Executive Assistant provides strong administrative support in a high-

paced professional environment and effectively coordinates the activities of the CEO while collaborating with multiple stakeholders.

Responsibilities

- 1. Executive Assistance to the CEO:** The Executive Assistant contributes to the effectiveness of the CEO by supporting internal and external demands and providing highly effective administrative support. The Executive Assistant is relied upon to exercise a high degree of tact and discretion in support of the CEO and the mission of the campaign. The Executive Assistant to the CEO:
 - Coordinates the office of the CEO, while providing confidential executive assistance to ensure that work is performed in a timely and accurate manner.
 - Organizes the CEO's calendar; clarifies priorities and manages conflicting demands. and prepares draft materials and correspondence for the CEO in preparation for appointments, meetings, conferences, speaking engagements.
 - Coordinates all travel arrangements.
 - Sorts and prioritizes correspondence. Ensures that time-sensitive items are highlighted and brought to the CEO's attention. Follows through on critical and time-sensitive messages.
 - Follows up on email correspondence with direction from the CEO.
 - prepares required materials for appointments, meetings, conferences, speaking engagements.
 - Ensures accurate and efficient document/records management while ensuring the CEO is provide with timely accurate and relevant information and documents.
 - Provides document support by composing and/or editing a variety of documents.
 - Is responsible to develop and or manage incoming highly confidential correspondence, memoranda, contracts, and proposals.
 - Tracks action items from meetings and emails for follow up and review, while ensuring all matters are attended to in a timely fashion.
 - Supports the CEO to provide timely support and assistance in the provision of information to staff and stakeholders as needed.
 - Takes appropriate actions authorized by the CEO and/or designate during the CEO's absence, while using initiative and judgment on matters requiring attention.

- 2. Liaison:** The Executive Assistant plays a key influencing role in terms of managing incoming requests upon the CEO on a day-to-day basis while providing a positive experience to all who approach the Executive Office. The Executive Assistant to the CEO:
 - Applies good judgment to triage incoming queries in a timely manner while serving as a liaison between the CEO and the Moose Hide Campaign Leadership Circle and employees, the Founders, Government and Community representatives, Indigenous Leaders and Groups, the general public, campaign partners and other stakeholders,
 - Promptly responds to incoming voicemail messages, relays messages, answers questions, clarifies information, responds to requests, resolves problems with appropriate direction, or refers callers to the CEO or other appropriate staff.
 - Works closely with the General Manager to track and advance key initiatives and projects.
 - Assists with the organization of meetings and retreats including coordinating agendas, logistics, making travel and accommodation arrangements, accommodation.

- Prepares materials and ensures that accurate minutes of meetings are recorded and filed appropriately.
- Tracks and follows up on the status of action items.
- Facilitates communications, information flow and working relationships between the CEO, employees, and Founders.
- Performs a variety of other administrative and organizational tasks to support the work and processes of the CEO.

3. Administration: The Executive Assistant may be called upon to provide administrative support to others in the organization from time to time. The Executive Assistant to the CEO:

- Distributes approved material and maintains electronic filing systems to ensure easy retrieval of all documents. Develops and refines administrative procedures, using technology to streamline processes and effectively protects the confidentiality of sensitive information.
- Develops and maintains well organized filing systems that permit easy reference and rapid retrieval of information, and, where required, that meet legislated and governance requirements.
- Provides administrative support to key committees such as the Leadership Council and Board of Directors as needed.
- Creates and updates an efficient and effective electronic records management system to ensure easy access while maintaining confidentiality.
- Copy edits correspondence, reports and other written documentation and materials.
- Maintains and manages contact information to ensure that it is up-to-date and accessible as required by the CEO.
- Ensures that the CEO's computer files are protected and backed up (drawing on technical support as needed).
- Provides ad-hoc administrative support to the Founders as needed.

4. Additional functions and Initiative.

In addition to the responsibilities noted above, the Executive Assistant to the CEO:

- Provides recommendations that seek to continuously improve the systems and processes employed by the Executive Office.
- Contributes to annual goal setting for the Office.
- Works diligently to continuously expand and update their professional knowledge and skills in order to enhance individual and team innovation and productivity.
- Other related duties as required.

Qualifications: Education and Experience

- At least 3 years progressive administrative responsibilities with at least 2 years executive assistance experience is required.
- Post-Secondary education in the areas of business, business administration or a relevant field of study is an asset.
- Previous working knowledge and experience working with Indigenous organizations and communities is a definite asset.

Skill Sets and Competencies

The Executive Assistant to the CEO:

- Takes initiative and carries out their duties in a professional and collaborative manner.
- Demonstrates a genuine personal interest and commitment to the Moose Hide Campaign's mission and vision required.
- Has significant practical experience and strong facility with Microsoft Office applications and video conferencing.
- Has solid knowledge and experience with database applications desired.
- Has strong technical problem-solving skills and experience with standard office computer functionality issues, peripherals and telecoms tools required.
- Is able to support a high-performing team in a fast-paced environment by taking initiative, prioritizing needs, and meeting tight deadlines.
- Is an effective team player who is able to work independently as well as with others.
- must be approachable, professional, personable, and able to build harmonious working relationships with co-workers and all external stakeholders.
- Is able to exercise diplomacy, tact, and good judgment in recognizing scope of authority and in protecting confidential information.
- Is highly organized, detailed oriented and able to prioritize tasks.
- Is highly proficient in the English language (oral and written)
- Demonstrates a commitment to personal wellness.
- Is able to perform administrative duties with deliberate speed and accuracy and without immediate and constant supervision.

How to Apply:

Interested candidates are invited to submit the following to careers@moosehidecampaign.ca no later than **Friday, June 23, 2023 at 5:00 pm PST**. Please include Administrative Assistant in your subject line.

- 1) A letter of interest, outlining how your previous experience and education would support this position.
- 2) A recent C.V.
- 3) Contact information for two references.

As this is a unique opportunity we welcome and are open to discuss flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

For more information regarding our organization, please visit our website at:

<https://moosehidecampaign.ca/>

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.