



POSITION: Executive Assistant

Job term: Part-time, 1-year contract with a possibility of renewal and/or full-time
Hours: 22.5 hours per week
Start date: Early May 2019
Locations: Toronto
Closing date: April 12th (6pm EST)
Compensation: \$22-\$25 per hour
Requirements: Demonstrated strong attention to detail and confidentiality

Who we are

Repairing relationships between Indigenous peoples and non-Indigenous peoples is one of the most important issues facing Canada today. Colonization has produced a systemic inequality that has left Indigenous peoples much worse off than the rest of Canada in almost every indicator, and continues to deeply impact Indigenous communities today. This is unacceptable in a country like Canada. The Truth and Reconciliation Commission has set out a clear path for Canada to begin to repair the wrongs that have marked Canada's relationship with Indigenous peoples.

At Canadian Roots Exchange, we believe that young people are the key to ensuring the relationship between Indigenous and non-Indigenous peoples improves through dialogue, understanding, and relationship building. Our charitable organization has been convening meetings of both Indigenous and non-Indigenous youth across Canada for over a decade through exchange programs, youth leadership development, educational workshops in schools, national gatherings, and the launch of an National Indigenous Youth Network.

Your impact

CRE is growing. As we expand the scope and scale of our national programming, we are looking for an **Executive Assistant** to provide administrative support to the Executive Director, Board of Directors, and management team from our Toronto office. Reporting to the Operations & Finance Manager, the successful candidate will:

- Coordinate, schedule, and manage agenda and to-do list of the Executive Director
- Provide administrative support to the Board of Directors and all board committees, including taking meeting minutes and preparing meeting materials
- Take minutes at Board of Director meetings
- Track expenses for Board members and Executive Director
- Coordinate travel for the Executive Director and Board of Directors

Toronto Office

Canadian Roots Exchange
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Saskatoon Office

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Montréal Office

Canadian Roots Exchange
6750 avenue de l'Esplanade
bureau 102
Montréal, QC H2V 4M1



- Collecting signatures and authorizations for documents and contracts
- Ensure the organization fulfils its Canada Revenue Agency and Corporate Canada filing requirements
- Support scheduling for CRE's management team and booking travel
- Maintain a high level of confidentiality
- Undertake other duties as assigned

Who you are

- **You are organized and detail-oriented.** Although you see the big picture, the small details do not escape you. You are able to balance multiple projects and timelines. The thought of improving existing procedures excites you, and you find joy in systems that make your coworkers' lives easier.
- **You are people-oriented and relationship-driven.** You are focused on people and communities, value personal and professional relationships, and love opportunities to work with others. You want to see others succeed.
- **You can keep a secret.** You appreciate the confidentiality of situations and know when and when not to share information.
- **You are a communicator and a listener.** You can clearly convey your thoughts and expectations in writing and verbally, and you can interpret what people tell you.
Bilingualism in English and French is a strong asset, as is knowledge of any languages Indigenous to Turtle Island.
- **You are flexible.** Issues arise. Plans change. You can quickly adapt as required and make contingency plans. When needed, you are happy to work hours outside the typical 9-5 and to travel for work.
- **You are calm and supportive.** It's rare to see you flustered. You excel in the face of ambiguity. People feel at ease coming to you with issues and concerns. You are always happy to help.
- **You like to get your hands dirty.** More than just multitasking, you enjoy doing a bit of everything, be it budgeting, picking people up from the airport, or office cleaning.

Compensation

- Wage: \$22-\$25 an hour
- Vacation: 4% payment

Application Method

As a part of your application, please provide a cover letter that introduces yourself and shares your passion for working with youth (especially youth in Indigenous, racialized, and newcomer

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communities). If you have any questions, you can contact Tristan Smyth, Operations and Finance Manager, at tristan@canadianroots.ca.

You can submit a completed application (cover letter and résumé) to jobs@canadianroots.ca as a single PDF with the following file naming convention:

Exec_LastName.FirstName.pdf

Ex: Exec_Smyth.Tristan.pdf

Hiring Process (Approximate Dates)

1. Contact for interview (April 13)
2. Interview (April 22-26)

Canadian Roots Exchange is committed to equitable representation and access. Candidates from Indigenous, racialized, 2SLGBTQ+, and other marginalized communities are encouraged to self-identify in the cover letter.

As a condition for hiring, successful candidates are required to submit a vulnerable sector check.

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