



## Executive Assistant

Full-time, Continuing

**Are you motivated to create equitable, connected, and sustainable communities where all individuals thrive? Do you feel energized by actively supporting a CEO, Board of Directors, and team that are collaborating with others to provide funding and investments to charities and social purpose organizations? Do you enjoy being the “person who wears many hats” to keep an office running? If so, Waterloo Region Community Foundation is looking for you to join our team as the Executive Assistant.**

### Who we are

Waterloo Region Community Foundation (WRCF) is a public foundation focused on Granting, Impact Investing and Mobilizing to make measurable and sustainable impacts in Waterloo Region. As one of 202 Community Foundations across Canada, we collaborate with partners, connect regionally and locally, working with three cities and four townships – to include the people and places across our region, using a trust-based philanthropic approach. Together, we seize opportunities to meet current and future needs of our community. We enable people, companies and organizations to do more good by making it easy for Fundholders and donors to give and invest, and for charities to receive money. Gifts are directed to WRCF’s endowed funds that drive positive change in two ways: through grants and impact investments that deliver both financial returns as well as positive social and environmental outcomes. We work with our Fundholders to distribute the income generated through grants to support a wide range of charitable causes within our community; in 2023 we granted \$8.2 Million to 429 charities and non-profits organizations, bringing our total granting impact to \$81 Million since inception. As a leading community-building organization, we also work to amplify voices and issues of importance by convening conversations and sharing information, while approaching our work with an equity mindset.

### A Commitment to Equity

WRCF is an equity-conscious employer committed to equity, anti-oppression, diversity and supporting the wellbeing of all our employees. We provide inclusive employment opportunities without regard to race, colour, religion, nationality, social or ethnic origin, sex, age, disability, sexual orientation, gender identity and/or expression, or any other status that is representative of equity & sovereign seeking groups.

All qualified individuals are encouraged to consider working with us including those who are; First Nations, Inuit and Métis, Black, people of colour, immigrants, people living with disabilities, ethnocultural religious identities (e.g. Muslim, Sikh, Jewish), and 2SLGBTQIA+.

If you are an applicant who requires accommodations, please let us know in advance so that we may arrange for their provision. We provide accommodations at all stages of the recruitment and hiring process under the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code.



### About the Role

The Executive Assistant is a full-time, continuing role that reports to WRCF's President & CEO, and is accountable for providing support to the President & CEO, WRCF's Board of Directors, and managing the day-to-day office operations of WRCF. The successful candidate has a focus on providing excellent service, and a proven ability to develop and nurture relationships. They must be committed to listening, learning and working together with others, and participating actively in community-building. They should be extremely detail-oriented, have excellent writing skills, be interested in managing IT requirements and policies and processes – while at the same time be ready to pull together materials for a presentation or report.

Compensation: \$45,000 - \$55,000 (based on a 37.5 hour work week), plus a competitive benefits package. Currently, employees work both on-site and remotely, and this role includes an expectation of a majority of in-office days weekly.

### Key Responsibilities

- Provide day-to-day support to the President & CEO (CEO). This includes responsibilities such as: managing schedules, monitoring emails, coordinating meetings, preparing memos and other correspondence, creating presentations and reports, and supporting Human Resource requirements for the organization.
- Support WRCF's Board of Directors and Committees of the Board. This includes responsibilities such as: managing all meeting logistics, preparing meeting agendas, coordinating meeting packages, recording meeting minutes, tracking deliverables, and working with WRCF's Leadership Team to drive presentations, reports and materials to assist the Board in delivering on their strategic goals. It also includes maintaining Board and Committee documentation through an online portal, maintaining accurate Board member information and records, and supporting Board involvement in WRCF events in community.
- Lead the administrative function of the organization. This includes responsibilities such as: general email and phone line coverage, office management – including both onsite and offsite storage, health and safety of the work environment, and provision and management of furnishings and equipment necessary for effective and impactful operations. This includes ordering any supplies that are required and managing and maintaining inventory.
- Assist the Leadership Team with the regular review and development of operational policies and procedures, and maintain accountability for the management and reporting requirements to ensure all WRCF policies and processes stay up to date, follow a consistent format, are easily accessible, and appropriately distributed to WRCF's team.
- Manage WRCF's day-to-day technology requirements. This includes responsibilities such as: maintaining WRCF's relationship with our IT provider, becoming the team's go-to person for technology-related inquiries, supporting all WRCF team members with any IT needs, maintaining an inventory of all IT assets, and providing research and support to any new technology solutions.



### About You

- You bring a combination of education, experience, and knowledge to be successful in this role. This includes evidence of the ability to support a CEO and Board of Directors. Prior experience with support to a Board or Leadership Team is a definite asset.
- Being detail-oriented is your thing; so is delivering on what you commit to – on time and within budget.
- You work effectively at managing a variety of projects at the same time, and are quite happy to shift between activities on any given day to respond to a higher priority. Success at the end of the day is about collectively meeting team goals.
- You are committed to understanding and supporting the needs of diverse communities, as well as have a respect for listening, learning and acting on reconciliation, diversity and equity.
- You bring a learning lens to all aspects of your work.
- You are comfortable with and have familiarity using technology to enable outcomes and enjoy learning about systems to drive work. Ideally, you have prior experience working with a Customer Relationship Management (CRM) system, Microsoft Office, and Dynamics 365 and other office productivity platforms.

Interested candidates should submit their cover letter and resume in confidence to Eric Avner at [eric@wrcf.ca](mailto:eric@wrcf.ca). Please also contact Eric if you require any accommodations at any stage of the process.

The posting will close on **April 5, 2024 at 4.59 p.m. EST**. While we appreciate the interest of all applicants, we will contact only those selected for interviews.