

Job Posting - Executive Assistant Coordinator (Part-Time)

At Human Concern International, we are more than a great and open place to work in — our work is life-changing. Together, we try to move families from crisis to sustainability. More than 40 years ago the inspiration for HCI began with three volunteers' wish to change the lives of thousands of afghan refugees in Pakistan. Today, together with our volunteers, donors and staff, HCI has delivered more than \$250 millions in aid and transformed countless lives in more than 40 countries.

The Executive Assistant Coordinator will play a vital role in supporting the CEO Office duties. Working closely and under the supervision of the Global CEO and Lead Executive Assistant, you will manage the Global CEO email, calendar, bookings, while also ensuring that head office operations are running smoothly. You will keep the Global CEO up to date with the latest news, reports, guidelines and forums.

Position Title: Executive Assistant Coordinator

Reporting To: Global CEO

Location: Ottawa / Hybrid / Remote

Terms: Part time – 15 hours per week

Position Type: Permanent Part Time

Deadline to Apply: Ongoing until position is filled

Key Duties and Responsibilities

- Daily briefing of sector news and feeds as per CEO office directions.
- Documentation of important notes and updates from CRA, IRS, Charity Commission, Intl Development, Foreign Affairs, National Revenue and other platforms
- Monitoring and reporting on updates from regulators, authorities, forums etc.
- Assist with reports and presentations as required
- Assist in managing CEO's travel arrangements/itinerary, and ensuring smooth travel and efficient use of budget.
- Assista in coordinating CEO's internal and external meetings, and assisting with the preparation of agendas and meeting materials.
- Assist in maintaining the CEO's busy and complex calendar and communicating with appropriate parties to coordinate schedules.
- Assist the Lead Executive Assistant with day to day tasks

- Any other duties assigned.

Qualifications, Skills and Experience

- High school diploma; BSc/BA in office administration or relevant field is preferred
- Proven experience as an executive assistant, office administrator or relevant role
- Outstanding communication and interpersonal abilities
- Excellent organizational and leadership skills
- Excellent knowledge of MS Office
- Qualifications in secretarial studies will be an advantage
- Excellent prioritization and time-management skills
- Strong and clear commitment to HCI's values

Our Offer

- Salary is competitive/commensurate with experience and other qualifications, with annual incentive potential
- Comprehensive benefits package that covers medical, vision, dental and wellness
- Company investment in Registered Retirement Savings Plan
- Sick Days, Paid Holidays, Family Days accrued annually
- Employee awards and recognition opportunities
- Company investment in your career growth and leadership development

Travel, evening and weekend work will be expected.

If you are interested in this position, please email a cover letter and resume to careers@humanconcern.org with the subject heading "Executive Assistant Coordinator".

All applications are appreciated; however, please note that only those candidates selected for an interview will be contacted.