



## Careers at CARE Canada

CARE Canada is currently seeking an **Executive Assistant (EA)** to the Executive Office.

The Executive Assistant is responsible for supporting the President & CEO and the Chair and Board of Directors (BOD) as Board Secretary and for facilitating the effective and efficient day-to-day management of the Executive Office. The Executive Assistant role calls for the incumbent to be well organized, a nimble problem solver and to have the proven ability to work at a highly strategic level.

She /He will be responsible for:

- Secretary to the Board;
- Scheduling, coordinating and recording of internal and external meetings and events with Board, CARE International, DFATD and other major institutional donors;
- Finance and administration;
- Representation/External relations;
- Record keeping / documentation.

### **What you offer:**

- A minimum of 5 years of experience in a similar position (of which at least three years have been in a EA role);
- Fluency in English and French;
- Skills and ability to prioritize , work under pressure and meet tight deadlines;
- Skills and ability to balance a varied and demanding workload;
- Proven organizational skills and efficiency;
- Strong customer service, negotiating, and conflict resolution skills required;
- Skills and ability to solve problems creatively and to analyze, conceptualize and strategize individually as well as part of a team;
- Demonstrated attention to detail
- Excellent external relations verbal and communication skills and professional and pleasant telephone manner in both official languages;
- Proficiency in Microsoft Suite (including Word, Outlook, PowerPoint, Excel) + ADOBE and willing to train on Livelink/Minerva, the Content Management System for CARE Canada;
- Knowledge of and/or ability with electronic equipment (camera, video recorders, LCD projection, etc);
- Excellent keyboard, computer and information management skills;
- Willingness to work off-hours and to travel when required;
- Innovation, creativity and passion for CARE's mission.

## **What would make you extraordinary?**

- Experience in communications, social media and emerging technologies;
- Fluency in languages other than the required French and English;
- A mindset that embraces change and thrives in a dynamic environment;
- Proven experience as an innovator, someone who likes to improve things;
- Experience in International Development or Humanitarian Aid or complimentary experience with partners within our sector;
- A positive and proactive outlook coupled with the ability to see the possibilities.

## **What we offer:**

- Generous leave entitlements, including December holiday closure;
- Full benefits: dental, medical, vision care, paramedical, life insurance (some exceptions may apply) and free professional and confidential counselling services;
- Free Learning and Development opportunities; specialized training in administration;
- Flexible work hours and a work from home policy;
- A family and dog-friendly environment;
- Free parking; transportation routes, central location which is close to popular amenities;
- Business casual four days per week, Jeans Fridays;
- Onsite BBQ and shower facilities; and
- You get to tell people that you are helping to eliminate global poverty!

## **About CARE**

Founded in 1945, CARE is a leading international humanitarian organization fighting global poverty. In over 80 countries, CARE works with the poorest communities to improve basic health and education, enhance rural livelihoods and food security, increase access to clean water and sanitation, expand economic opportunity, help vulnerable people adapt to climate change and provide lifesaving assistance during emergencies. CARE places special focus on working alongside women and girls, living in poverty, because, equipped with the proper resources, women and girls have the power to help whole families and entire communities escape poverty. To learn more, visit [www.care.ca](http://www.care.ca)

**If you are someone who thrives on challenge, loves to be part of a dynamic team and you are passionate about making a difference, then this opportunity is for you. Please apply directly at <https://carecanada.has-jobs.com/> before July 17<sup>th</sup>, 2015. Applications will be reviewed on a regular basis and the position will remain posted until a qualified candidate is identified.**

*CARE Canada is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.*

To learn more about CARE Canada, visit our social pages: [Facebook](#), [Twitter](#), [You Tube](#)