



Opportunity: Executive Assistant to the CEO McCall MacBain Scholarships at McGill

The McCall MacBain Scholarships at McGill is seeking a highly driven professional to join the team as **Executive Assistant to the CEO**.

The McCall MacBain Scholarships at McGill are Canada's first comprehensive, leadership-driven scholarships for master's and professional degree studies. In 2019, the McCall MacBain Foundation made the then-largest donation in Canadian history to establish the program. Scholars are selected through an intensive process that seeks to identify those who aspire to lead with purpose and demonstrate an inner drive to make positive change. Once selected, scholars receive full funding for tuition plus a living stipend to study at McGill University, and benefit from a world-class enrichment program including mentorship, retreats, speaker series, and workshops.

The Executive Assistant will take on a range of responsibilities in administration, operations, strategy, and governance, as well as other duties as assigned. Key duties include:

Administration and operations:

- Manage the CEO's calendar, prioritizing and scheduling appointments, making logistical arrangements for commitments and travel
- Monitor incoming communications (email, phone), flagging priority items for the CEO and responding to inquiries in a timely manner
- Optimize meeting efficiency, ensure logistics, pre-read, research, prepare briefings with suitable preparation time for CEO (with support from colleagues where appropriate), debrief and ensure that follow-up items for every meeting are expedited and actioned in accordance with deadlines
- Draft and edit a variety of written materials including letters, PowerPoint presentations, briefing documents, email correspondence, meeting agendas, summaries and reports, web posts, etc.
- Prepare, manage, and execute day-to-day financial tasks (e.g. invoices, billing, expense reports)

Strategy and governance:

- Liaise with the Board of Directors, scholars, volunteers, key stakeholders, and other external partners on behalf of the CEO
- Schedule and coordinate materials for quarterly board meetings for associated entities involving the CEO; liaise with staff team to ensure the timely and accurate preparation of board materials and reporting
- Support the CEO in external and community commitments

Program support and general duties:

- Monitor and maintain key files and contact information up to date in organization's databases and systems, in accordance with the organization's record management practices
- Provide administrative support to the CEO and team on strategic projects, programs and events, providing input on content and formats, preparing materials, sourcing and analyzing information

- Support CEO and team to maximize the use of existing systems to monitor strategic goals and workplans: tracking progress, monitoring timelines, and following up on outstanding items
- Support CEO in fostering a highly productive and joyful team environment where team members consistently experience a sense of belonging and purpose
- Other duties as assigned.

Qualifications, skills and attributes:

- Postsecondary degree or diploma
- At least 5-10 years of relevant work experience
- Exceptional written and oral communications skills in either French or in English (and at least working level proficiency in the other language); other languages or experience working in cross-cultural or international contexts considered a strong asset;
- Experience working in or managing CRM and other software, especially knowledge of Salesforce or Airtable, considered a strong asset
- Demonstrated ability to establish and manage excellent relationships with diverse stakeholders
- Strong attention to detail
- Personal accountability, with a strong mandate to consistently meet objectives and clearly communicate and measure goals against key performance indicators
- A positive attitude, with a desire to go for the “win-win solution” and build consensus where appropriate
- A high level of integrity, confidentiality, discretion, and dependability
- Ability to give and take constructive feedback
- Sense of humour, creativity, and agility
- Excellent judgment, problem-solving and interpersonal skills
- Ability to work independently and collaboratively
- Ability to manage multiple priorities within tight deadlines
- Ability to work evenings or weekends occasionally for specific events

Knowledge of English is necessary due to collaborative work with students, volunteers, partners, and stakeholders across Canada and in other countries.

To apply

Please forward your resumé with a **personalized** cover letter by email to the attention of Natasha Sawh at hire@mccallmacbainsscholars.org. **Resumes without cover letters or with generic cover letters will not be considered.**

Salary: Base salary of \$60,000-68,000, plus a performance-based bonus, matched RRSP contribution, and a comprehensive benefits package including health and dental.

Location: In-person in downtown Montreal.

Legal ability to work in Canada: Candidates must be legally eligible to work in Canada.

Closing: February 28, 2024. Thank you for your interest in this position. Please note that applications will be reviewed on a rolling basis and that we will only contact those invited to interview.