



# Employment Opportunity

**Job Title:** Executive Assistant (Maternity Leave Coverage - Full-Time)

**Hours:** Full-Time, Monday-Friday 9am-5pm, hybrid (remote and office-based)

**Pay:** \$25-\$30 per hour, based on experience, skill set, and demonstrated qualifications

**Benefits:** 2% matching RRSP and Employer Paid Health Benefits

**Start Date:** May 1, 2026

## **Position Summary:**

Advokate Life & Education Services is seeking a highly organized, proactive, and trustworthy Executive Assistant to support the Director of Operations and work closely with the Leadership Team. This full-time position provides maternity leave coverage, with the potential to transition into a long-term role.

The Executive Assistant plays a vital role in strengthening the effectiveness and efficiency of Advokate's operations. By managing administrative systems, coordinating communication, and supporting organizational infrastructure, the E.A. enables leadership to focus on strategic priorities and mission-driven work.

**The Role and Impact:** The Executive Assistant provides support across five key areas:

### **1. Administrative Support to Director of Operations**

- a. Manage scheduling, meetings, and logistics
- b. Draft and prepare correspondence, reports, and internal documents
- c. Support leadership meetings, retreats, and events
- d. Ensure policies and procedures are maintained and followed

### **2. Technical Support**

- a. Maintain and manage organizational accounts (e.g., Rogers, TELUS, software subscriptions)
- b. Provide basic troubleshooting support to staff
- c. Liaise with external IT providers (e.g., WildFrog)
- d. Maintain secure records of systems, passwords, and access

### **3. Facilities Coordination**

- a. Ensure all office locations are equipped and functioning (internet, phones, security systems)
- b. Assist Executive Director in managing lease agreements and vendor relationships



- c. Coordinate maintenance and service needs
- d. Oversee annual inventory collection across all sites

#### 4. Confidentiality and Professional Judgment

- a. Assist the Director of Operations with Human Resources matters, maintaining appropriate confidentiality and professionalism in all related tasks
- b. Handle sensitive and confidential information with discretion
- c. Exercise sound judgment in communications and documentation
- d. Maintain professionalism in all interactions with staff, leadership, board, and external partners

#### 5. Process Improvement and Organizational Continuity

- a. Document and maintain administrative processes and systems
- b. Identify opportunities to improve workflows and efficiency
- c. Ensure consistency and continuity during staff transitions
- d. Support long-term operational stability through strong systems

#### Core Responsibilities:

- Prepare, proofread, and format correspondence, reports, and documents
- Coordinate meetings: agendas, materials, minutes, and follow-up tracking
- Serve as a key point of contact between leadership, staff, board members, and external partners
- Maintain organized filing systems (digital and physical)
- Track tasks, deadlines, and action items
- Support and maintain administrative systems and processes
- Assist with basic IT troubleshooting and coordinate external support
- Manage access to systems, platforms, and shared tools
- Monitor office operations and identify facility or technology needs
- Coordinate with vendors and service providers
- Maintain strict confidentiality and professionalism
- Anticipate needs and proactively support leadership effectiveness

#### Key Qualifications and Experience: Required

- Proven experience in an administrative or executive support role
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- High level of discretion and professionalism
- Ability to manage multiple priorities and work independently
- Strong attention to detail and follow-through
- Proficiency in Microsoft Office and common digital tools



### Key Qualifications and Experience: Assets

- Experience in a nonprofit environment
- Human Resources (HR) experience or familiarity with HR processes
- Experience with systems management, IT coordination, or facilities oversight
- Familiarity with tools such as SharePoint, QuickBooks, or CRM platforms

### Personal Attributes:

- Highly trustworthy with strong ethical judgment
- Proactive and solutions-oriented
- Adaptable and calm under pressure
- Strong interpersonal skills with a service-oriented mindset
- Able to anticipate needs and take initiative

### Mission and Values Alignment:

At Advokate, our work is grounded in a clear mission and deeply held values. The successful candidate must:

- Demonstrate agreement with and commitment to Advokate's mission:  
*To create educated communities where families thrive, and babies' lives are valued and welcomed.*
- Affirm and embody Advokate's core values in both attitude and action

### Why This Role Matters:

The Executive Assistant plays a critical role in ensuring Advokate operates with clarity, excellence, and consistency. By strengthening internal systems and supporting leadership, this role directly contributes to the organization's ability to serve women, families, and communities with care and compassion.

Please email resume and cover letter to:

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**HOPE** In Action  
advokate.ca