confederationcentre.com

CONFEDERATION CENTRE OF THE ARTS
CENTRE DES ARTS DE LA CONFÉDÉRATION

145, rue Richmond,
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T (902) 628.1864
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We're Recruiting For…

Executive Assistant to the CEO and Administrator for the Board of Directors

The Confederation Centre of the Arts is looking for an Executive Assistant to the CEO and Administrator for the Board of Directors, providing high-level administrative, operational, and governance support, and acting as a strategic partner and key liaison for top leadership. This role demands exceptional organizational skills, discretion, outstanding communication skills, and the ability to manage complex responsibilities in a fast-paced environment.

The Confederation Centre

The Confederation Centre of the Arts is the result of a dream shared by all Canadians - to create a place where our country's evolution and multicultural character is celebrated, where the talents of its people are nurtured and showcased through visual art, theatre, music, dance, learning programs, professional development and leadership programs. It is where Canada connects - where people come to learn about Canada and explore the issues most important to us. As an employer, the Confederation Centre brings together people of diverse skill sets and qualifications in an equally diverse set of programs and multidisciplinary environments.

Charlottetown, Prince Edward Island

The capital city of PEI is the birthplace of Canadian confederation, and the Confederation Centre of the Arts is Canada's national memorial to those who met here in 1864 and proposed a union that would result in a new country three years later. Charlottetown is a beautiful place to live and work. It has a thriving cultural community with numerous attractions including arts, recreation, restaurants, parks, and the harbour. Charlottetown is home to the University of Prince Edward Island and Holland College, and welcomes roughly 1.5 million tourists every summer. Minutes away are some of the best beaches, golf courses, and natural attractions that Canada has to offer.

Job Summary

The Executive Assistant will provide comprehensive, confidential support to the CEO and serve as the primary administrator and liaison to the Board of Directors. This pivotal role ensures the seamless operation of the executive office and board governance functions, allowing the CEO to focus on strategic leadership and core business growth.

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Key Responsibilities

- **Executive Support:** Manage the CEO's complex calendar, including scheduling appointments, meetings, and coordinating extensive travel arrangements and itineraries (flights, accommodation, etc.). Act as a gatekeeper, screening and prioritizing communications (emails, calls, and visitors) and professionally composing correspondence on behalf of the CEO.

- **Board Administration & Governance:** Coordinate logistics for all Board and Committee meetings, including scheduling, communication, preparation and distribution of meeting materials, drafting agendas, and recording accurate meeting minutes. Administer the board portal, maintain corporate documents and records, and track board member terms and attendance.

- **Communication & Information Management:** Serve as the primary point of contact and a confident liaison between the CEO, board members, senior leadership, internal staff, and external stakeholders including all levels of government and community leaders. Handle all confidential information with the highest level of discretion and integrity.

- **Project & Event Coordination:** Assist with special projects and initiatives, tracking progress and coordinating resources as needed. Plan and organize company events, board functions, and other occasions, managing all logistics and vendors.

- **Financial & Office Administration:** Prepare and process expense reports for the CEO. Maintain efficient electronic and paper filing systems, and assist with basic finance processes like invoice tracking. Maintain filing systems for the Office of the CEO and Board, and be responsible for all minutes and notes of Board and various other meetings.

Required Skills and Qualifications

- **Experience:** A minimum of 5-7 years of experience in an executive support role, preferably supporting C-suite executives and/or a Board of Directors.

- **Communication:** Expert written and verbal communication skills, with the ability to adapt communication style to different audiences. Bilingualism is an asset.

- **Government Relations:** Experience or strong familiarity with government structures and communications for municipal, provincial, and federal governments

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- **Organizational & Time Management:** Superior organizational skills, attention to detail, and the ability to manage multiple, competing priorities and deadlines in a fast-paced environment.
- **Technical Proficiency:** Advanced proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, SharePoint) and an aptitude for learning new software and systems.
- **Soft Skills:**
    - **Discretion & Judgment:** Unquestionable integrity and the ability to handle highly sensitive information with sound judgment.
    - **Proactivity & Problem-Solving:** A proactive, resourceful mindset with strong decision-making and problem-solving skills, anticipating needs before they arise.
    - **Interpersonal Skills:** Strong ability to build relationships with stakeholders at all levels of the organization and externally.

Education

An Associate's or Bachelor's degree in Business Administration, Management, or a related field is preferred, though not always required depending on experience.

Independence

The Executive Assistant to the CEO and Administrator to the Board is responsible for a broad range of work supporting the CEO and Board. Daily tasks require a high degree of independence, expertise, discretion, and confidentiality. Work is undertaken in partnership and consultation with the CEO and ranges from complex scheduling, to policy documentation, to communications, government relations, the organization of Board meetings, or other duties as required.

Additional Information

The Executive Assistant to the CEO and Administrator for the Board of Directors is a full-time, year-round position. The starting salary range is $60,000 – $75,000 per annum commensurate with experience, with a comprehensive benefits package, including:

- Medical, dental, vision, long-term disability and life insurance
- Employer-matched pension plan
- Paid vacation and contingency days
- Staff discounts on shows and events
- Employee Assistance Program

- Training and development opportunities

How To Apply

Please submit your **resume with a cover letter** to Callista McIsaac at **careers@confederationcentre.com**, or hard copy can be mailed to Callista McIsaac, Confederation Centre of the Arts, 145 Richmond Street, Charlottetown, PE C1A 1J1

Confederation Centre of the Arts is committed to promoting a diverse workplace culture. We encourage applications from under-represented communities and persons with disabilities. When requested, we will provide accommodation for candidates throughout the recruitment and selection process.