



Company: Atlantic Student Development Alliance  
Position Title: Executive Administrative Assistant  
Location: 31 Queen Street, Charlottetown PE.  
Job Type: Term (full-time)  
Start date: October 4, 2021  
End date: March 31, 2022

Atlantic Student Development Alliance is a non-profit organization committed to supporting international students in their journey towards meaningful employment. Through programming, resources, and peer support our goal is to build a diverse, skilled workforce for employers and meaningful relationships and employment for students and graduates.

We are looking for an experienced Executive Assistant, someone who is ready to jump in and help us continue our growth. Our ideal candidate is ambitious, gets excited about new projects and executing them, understands data and can present it in a way that supports decision making.

You would be the right-hand of our Executive Director, including managing and owning their calendar, scheduling meetings in different time zones, assisting in preparing for meetings, creating presentations and more.

This is a role for a super collaborative and positive person. You will take part in meetings and help the team complete action items on time. You should enjoy figuring out how to get things done, in a responsible and cost-efficient manner. You will need to multitask, be constantly initiating improvements and always thinking how our work processes can be better. Most importantly, you need to be enthusiastic about working with international students and graduates.

Location and conditions: Must be located on Prince Edward Island, opportunity for remote and in-person (Charlottetown) work. Must be legally entitled to work in Canada.

The term may be extended dependent on funding.

#### Responsibilities

- Take part in meetings, assist in summarizing & write action items
- Monitor and follow-up on the execution of action items
- Deal with blockers on tasks and processes, helping open them

- Help creating work processes
- Own schedules and make sure meetings happen or rescheduled
- Coordinate open tasks helping organizing time and setting priority for them
- Monitor recurring meetings such as feedback, 1:1s
- Help setting up goals and follow up on them making sure achievement is in progress.
- Take part in the company's OKR (objectives and Key results) process
- Assuring decisions are taken on open items
- Work closely with the ED, Program Managers and Contractors
- Create presentations for board and executive meetings, work on messaging and communication with leadership
- Assist in building new teams and assigning team members to existing teams

To succeed in this role, you should have/be-

- Experience communicating with stakeholders, non-profits, government organizations.
- People person, can create and maintain relationships
- Extensive experience in creating and maintaining an Excel sheet
- Familiar with social media and website content management systems to support communications and marketing efforts
- Be data-oriented and love the small details
- Know how to handle multiple priorities
- Creative thinking, problem solver
- Be very positive and open to feedback
- Have excellent English (written and speaking)
- Excellent excel skills, presentation skills, Office applications and internet searches
- Previous experience in similar roles is a must

Salary range: \$18 -\$24 Based on experience

To apply, please send your resume and cover letter to Daniel Ohaegbu, Executive Director at: [info@asdacanada.ca](mailto:info@asdacanada.ca).