

# National Family and Survivors Circle

## Job Description



**NATIONAL FAMILY AND SURVIVORS CIRCLE**  
*Nothing About Us, Without Us*

Job Title:	Executive Assistant to the Chairperson and President	Hours of Work:	8:30am-4:30pm
Classification:		Reports to:	NFSC Inc Chair/President
Department:		Staff Supervised:	
Location:	Headingley, Manitoba	Probationary Period:	3 months

### POSITION SUMMARY

The Executive Assistant to the Chairperson and President at the National Family and Survivors Circle Inc (NFSC Inc) provides high-level administrative support to ensure the efficient functioning of the executive office. This role is integral in facilitating the daily operations of the Chairperson and President by managing schedules, coordinating meetings, and handling communications with internal and external stakeholders. The Executive Assistant will prepare and edit documents, organize events, and perform a variety of administrative tasks with the utmost professionalism and discretion. This position requires a proactive individual with exceptional organizational skills, the ability to manage multiple priorities, and a deep commitment to NFSC Inc's mission of supporting and advocating for families of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQIA+ people, demonstrating strong attention to detail, excellent communication abilities, and a passion for social justice and advocacy.

### QUALIFICATIONS

#### Education

- Bachelor's degree in Business Administration, Communications, or related field preferred. Equivalent experience will also be considered.

#### Experience

- Minimum of 5 years of experience providing executive-level support to senior executives or related experience.

#### Knowledge, Skills and Abilities

- Strong organizational and time management skills, with the ability to prioritize tasks and manage multiple deadlines effectively.
- Excellent communication skills, both written and verbal, with a professional and courteous demeanor.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Discretion and confidentiality in handling sensitive information and maintaining professional boundaries.

- Proactive mindset with a willingness to take initiative and adapt to changing priorities.
- Strong attention to detail and accuracy in completing tasks and documents.
- Ability to work independently with minimal supervision and as part of a team in a fast-paced environment.
- Knowledge of Indigenous cultures, traditions, and issues is an asset.
- Cultural humility and a commitment to working with respect and equity within Indigenous contexts.
- Commitment to NFSC Inc's mission and values, with a genuine interest in supporting the leadership team in achieving their goals.

## **DUTIES AND RESPONSIBILITIES**

- Manage the Chairperson and President's complex calendars, including scheduling appointments, coordinating meetings, and making travel arrangements.
- Serve as the primary point of contact for internal and external stakeholders, screening and prioritizing communications, inquiries, and requests.
- Prepare and edit correspondence, reports, and other documents on behalf of the Chairperson and President, ensuring accuracy and professionalism.
- Coordinate logistics for meetings, conferences, and events attended by the Chairperson and President, including venue selection, catering, audiovisual setup, and attendee management.
- Take minutes during meetings, track action items, and follow up on outstanding tasks to ensure timely completion.
- Conduct research and gather information to support decision-making and strategic planning.
- Assist with special projects and initiatives as assigned by the Chairperson and President, coordinating cross-functional teams and managing deadlines.
- Maintain confidentiality and discretion in handling sensitive information and matters related to the executive office.
- Anticipate the needs of the Chairperson and President and proactively address any issues or challenges that may arise.
- Perform general administrative duties, such as managing filing systems, processing expenses, and ordering office supplies.
- Monitor grant deadlines and requirements, assisting in grant applications and reporting as well as budget management and financial reporting.

**ADDITIONAL INFORMATION**

At the NFSC Inc, we are committed to creating a diverse, inclusive, and equitable workplace where all employees feel valued, respected, and supported. We offer competitive compensation and benefits packages, including opportunities for professional development and growth.

**IMPORTANT CONSIDERATION**

This position requires engagement with sensitive topics related to gender-based violence and the crisis of Missing and Murdered Indigenous Women, Girls, and 2SLGBTQIA+ people, which may be triggering. Candidates should be prepared for the emotional aspects of this work, approaching it with resilience, care, and a commitment to healing and advocacy.

**SIGNATURE**

By signing below, you affirm your understanding and acceptance of the responsibilities and expectations outlined in this job description. Your signature signifies your commitment to contributing to the mission and values of the National Family and Survivors Circle Inc (NFSC Inc).

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Employee Signature

Date

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Employer Signature

Date

Original to Human Resources  
Copy to Supervisor  
Copy to Employee