

EXECUTIVE ASSISTANT TO THE CHAIRPERSON & PRESIDENT



**NATIONAL FAMILY AND
SURVIVORS CIRCLE**

Nothing About Us, Without Us

The National Family & Survivors Circle Inc (NFSC Inc) is a leading non-profit advocacy organization dedicated to supporting families of **Missing and Murdered Indigenous Women, Girls, and 2SLGBTQQA+ people**, as well as survivors of gender- and race-based violence.

Our mission is to advocate for the implementation of the 231 Calls for Justice, empower families and survivors, amplify their voices, and advocate for systemic change to address the root causes of violence and injustice. Through our strength, resilience, and lived expertise, we strive to create a future where all families and survivors are supported, heard, and valued as self-determining Rights Holders with lived experience and expertise.

We are seeking a highly organized and proactive **Executive Assistant** to provide high-level administrative support to the Chairperson and President of the NFSC Inc. The Executive Assistant will play a critical role in facilitating the efficient operation of the executive office, managing schedules, coordinating meetings and events, and handling various administrative tasks to ensure the smooth functioning of the organization's leadership team.

DUTIES AND RESPONSIBILITIES

- Provide comprehensive administrative support to the executive team, including managing calendars, scheduling meetings, preparing documents, and handling correspondence.
- Serve as a key point of contact for internal and external communications, ensuring timely and effective communication between the executive team and stakeholders.
- Organize and coordinate meetings, including preparing agendas, taking minutes, and following up on action items.
- Plan and manage travel itineraries, accommodations, and logistics.
- Maintain and organize important documents, files, and records, ensuring confidentiality and security.
- Assist with special projects and initiatives as needed, providing administrative and logistical support.
- Oversee office supplies and equipment, ensuring a well-functioning office environment.

Interested candidates are invited to submit a resume, cover letter, to recruitment@familysurvivorscircle.ca.
Deadline to apply: January 3, 2025 by 4:30 pm CST.
Position location: Headingley, Manitoba.
Salary range: \$60,000 to \$70,000, depending on qualifications and experience.

EDUCATION/EXPERIENCE

- Bachelor's degree in Business Administration, Communications, or related field preferred. Equivalent experience will also be considered
- Minimum of 5 years of experience providing executive-level support to senior executives or C-suite leadership or related experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Exceptional organizational and time-management skills.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office Suite and other office management software.
- Ability to manage multiple tasks and priorities with a high level of accuracy and attention to detail.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Discretion and ability to handle confidential information.
- Commitment to **NFSC Inc's** mission and values, with a deep understanding of and sensitivity to the issues facing families and survivors of violence and injustice.
- Familiarity with Indigenous rights and issues is an asset.
- Proficiency in Indigenous languages is an asset.