



Executive Assistant: Do you Kick Ass?

Is it possible that an Executive Assistant could also be funky and fun? Is anal retentiveness and social change in one person possible?

Position Type: Full Time for a six-month contract with possible extension
Salary: \$40,000 to \$50,000 with benefits

About the Centre for Social Innovation

The Centre for Social Innovation catalyzes, inspires and supports new ideas that are making positive change in the world. We do this by providing shared space and services to over 200 social mission groups, acting as a community centre for social innovators, and helping to launch new entrepreneurial and collaborative projects.

About the Centre for Social Innovation's Executive Assistant

The Executive Assistant to the Chief Executive Officer is part triage, part public relations, part social networker, part scheduler and full-time agent for change!! Fun, right? Yes! You bet, but this is also a tough role.

This position requires impeccable time management skills, incredible self-confidence, and an astoundingly positive attitude. The person in this role must manage their own schedule and deliverables, as well as meet the needs of the CEO and the management team, the staff team and the community. The right candidate is committed to developing personal and professional systems to continuously increase efficiency in this fast pace environment.

The Executive Assistant will report to the CEO with the following responsibilities:

- Provide administrative support to the CEO and management team
- Help to prioritize the various demands on the CEO
- Brief the CEO on urgent issues/inquiries and respond on her behalf
- Answer email and direct inquiries independently on behalf of CSI and the CEO promptly and professionally
- Coordinate and book meetings, events and workshops for the CEO and management team
- Help resolve time conflicts/issues innovatively where possible
- Prepare briefings and packages for meetings and events
- Lead tours of CSI spaces
- Act as reception and answer questions for those interested in the work of the Centre
- Resolve and solve problems constantly and manage everything at once
- Trouble-shoot technical and administrative (and interpersonal!) problems
- Model the open, welcoming vibe of CSI at every moment
- Be a community animator

The less tangible, but most fun responsibilities:

- Connect people and ideas
- Brighten people's days
- Be at the heart of an incredible community
- Build social networks
- Capture and tell stories
- Create a culture of openness, sharing, and systems change

Qualifications:

The ideal candidate will have:

- Minimum of 2 years experience as an Executive Assistant or comparable experience
- Sound judgment and comfort working autonomously
- Superior attention to detail and organizational skills
- Strong communications skills
- Strong problem solving skills (including IT)
- People skills and sensitivity to people's needs
- Capacity to handle a million things
- Enthusiasm and energy
- A low-stress attitude in a complex environment
- Familiarity with – and keen interest in – convening communities and Toronto's social mission sector
- Willingness to do whatever it takes...Zero attitude!!

You must also have a great sense of humour – seriously, you will need a great sense of humour because inevitably something will go wrong.

This position offers the right candidate an excellent opportunity to be part of something incredible, meet tons of amazing people and apply your skills to positive social change throughout the city.

We are an equal opportunity employer and strongly support applications from diverse backgrounds and communities.

Submit your cover letter and resume by email or by post by Friday, October 8 2010 to:

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For more information about the Centre for Social Innovation visit: www.socialinnovation.ca.