



WORKING OPPORTUNITY EXECUTIVE ASSISTANT

Workplace: Vancouver and remote

Duration: 6 months (renewable)

Start: January 2025

Compensation: 22\$/hour

Part-time position: 20h/week

Languages: Bilingual French and English (required)

Diploma/certificates: Bachelor's in business administration/management/commerce

Deadline for application: Until the position is filled

1. Presentation of the Company

EcoNova is a leading charity in Canada, dedicated to promoting environmental and climate education in schools and to the public including French-speaking minority communities such as Francophone schools and school districts. Our mission is to raise awareness, inspire action, and empower future generations to make a positive impact on the environment. We are a team of passionate professionals working together to create lasting change and promote sustainability in our communities.

EcoNova Education has taken different paths to achieve this goal:

1. We design environmental programs for schools and school districts in which we create school projects and scientific experiments to be conducted in the classroom or at home.
2. We also design and operate creative and scientific contests.
3. We offer training and ecological projects for secondary students and professionals.
4. We design and build urban agriculture assets such as hydroponic and aquaponic installations, greenhouses, and gardens to be used as learning tools and productive purposes.



2. Presentation of the position

EcoNova is seeking an energetic, multi-tasking and self-motivated Executive Assistant. As a support partner to the director, this role encompasses everything from managing complex calendars, planning, drafting correspondences, maximizing time efficiency, and working closely with other team members.

This position oversees all aspect of the organisation. The Executive Assistant is organized, innovative, knowledgeable, and forward-thinking when it comes to ensuring smooth operations. The position requires the capacity understand the complexity of relationships between stakeholders, strong attention to detail, efficient organizational skills, and the ability to meet tight deadlines.

A high level of integrity and discretion in handling confidential information is required, and professionalism in dealing with professionals inside and outside the company is key. The successful candidate will possess the ability to complete tasks and projects quickly with little to no guidance, react with appropriate urgency to situations and take effective action with or without the whole picture.

The selected person will be a committed, positive person with a passion for education but also for environmental and climate related challenges. Comfort in a non-profit/charity operation is a plus since EcoNova will be transitioning toward its charity status.

3. Key Responsibilities Include (but are not limited to):

- Provide effective and professional stakeholder outreach both internally and externally
- Proactively manage complex company goals/management task lists and calendars which promote productivity by supporting annual operational planning process, business planning and performance review cycle
- Organize and manage meetings (including setting agenda preparation, taking notes, and driving follow-up of action items)
- Organise off-sites events with associated budgets and logistics
- Process expense reports, vendor invoices, purchase orders, and bookkeeping. And prepare annual budget projection and audit.
- Draft, prepare and edit correspondence, presentations, communications, and other documentation as required, as well as conducting research, assembling, and analyzing data, and prepare reports and documents
- Work closely with the director and acts as a trusted advisor on a wide variety of projects and initiatives of strategic importance
- Act as liaison between the directors and their directs and associated teams
- Work in partnership with organization leaders, functional business partners, and suppliers
- Conducting research fundraising opportunities and writing grant applications to charitable trusts or statutory bodies. Then ensure that reporting requirements for federal and provincial programs are met
- Support organization's human resources in help recruitment of inspired new team members either volunteers or employees
- Ensure and support promotion of the organization's work
- Understand the business priorities and identify process improvements to create efficiency and scale for the directors
- Excellent verbal and written communication skills
- Always maintain a high level of professionalism
- Strong interpersonal and communication skills
- Proven ability to manage multiple tasks and be flexible
- Strong problem-solving skills
- Work closely with other team members



4. Qualifications:

- Bilingual in English and French
- 3+ years of experience assisting at the leadership level
- Bachelor's degree
- Zoom, Microsoft (Word, Excel, PowerPoint), Slack, Notion, Canva, Google Suite
- Excellent written, verbal, and telephonic communication skills.
- Eligible to legally work in Canada
- Team player who enjoys creative collaboration
- Social media savvy

To apply for the position, please send a resume and a cover letter to info@econova.ca.

Please provide 3 Professional References-email and phone numbers.

Selected candidates will be contacted for an online interview.

Thank you for your interest!

EcoNova Education is an Equal Opportunity Employer.