

## Job Posting – Executive Assistant to the President & CEO

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### Summary

The Canadian Nuclear Association (CNA) is seeking an Executive Assistant to join our team. Reporting directly to the President and Chief Executive Officer, the Executive Assistant role will act as a key liaison between internal CNA team members and external stakeholders. Within this position, you must provide strategic management of the CEO's busy and complex schedule, by prioritizing and determining the appropriate courses of action, referral, or response. Additionally, you will be required to exercise judgement in coordinating meetings with internal and external contacts. As the Executive Assistant, you will support other members of the management team with administrative needs to help facilitate the overall effective operations of the CNA. Additionally, you will support the Corporate Secretary/Governance project lead with support for all governance-related activities with the Board and related committees and councils.

### Organizational Purpose

The Canadian Nuclear Association (CNA) is a non-profit organization established in 1960 to represent the nuclear industry in Canada and promote the development and growth of nuclear technologies for peaceful purposes. The CNA provides a voice for the nuclear industry in Canada. The primary goal of the association is to earn and sustain a high degree of credibility among key industry stakeholders, Canadians broadly and industry leaders to enable the advancement and growth of the industry.

The CNA's purpose is to lead and focus dialogue with, and among, key stakeholders concerning Canada's nuclear future. Our role is also to be a voice of the industry and to demonstrate member value including drawing upon Members to achieve goals.

The CNA offers a range of services: membership engagement; regulatory affairs; policy development; government relations; and communications, to advance member-relevant interests in the political and public spheres and, programs, members, and external communications to support the association's objectives. Effectively formulating and genuinely communicating the CNA's positions in ways that further dialogue on the relevance and importance of the industry's contribution to Canada are essential to achieving the CNA's vision.

The CNA office is located on unceded territory of the Algonquin Anishinaabe Nation. We extend our respect to all First Nations, Inuit, and Métis peoples for their valuable contributions past and present.



## What You Will Do:

As the successful candidate you will:

- Provide Executive Assistant support to the CEO which includes schedule management, prioritizing email correspondence, travel logistics, document preparation, and records maintenance
- Offer administrative assistance to the Vice President, Operations, along with support to other members of the team as necessary
- Assist with report and presentation preparation, including thoroughly proofreading and content checking all documentation.
- Coordinate logistical elements of various events, including vendor management, catering, transportation, travel, shipping and staffing requirements
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## Governance

- You will effectively coordinate and distribute draft Board and Committee/council agendas, including briefing materials, meetings agendas, notifications, and meeting minutes
- You will assist in coordinating and attending meetings of the Board and Committees, both in person, and virtually by Zoom/Teams. You might draft minutes of the committee meetings, provide updates on outstanding agenda items, and provide accurate information to Board and Committee/Council members in a timely manner, as required
- When working closely with the Governance project lead/Corporate Secretary, you will maintain the records for all governance policies and directives, coordinate the legislated filings, handle various Board-related projects, assist in developing and reviewing the Governance budget, and you will handle additional ad hoc Board and Committee-related matters
- You will support the needed preparations for our Annual General Meeting

## Office Administration

- Proactively file monthly filings of lobby registration, perform basic bookkeeping functions such as monthly credit card reconciliations, and expense reports
- You will oversee the office space we share with Electricity Canada, ensuring board rooms are set up appropriately and work with others to resolve issues regarding IT, equipment, receive mail, order office supplies when necessary
- In addition, you will be responsible for:
  - Monthly filing of lobby registration
  - Screening/answering office calls
  - Receiving mail
  - Order office supplies when necessary
  - Perform basic bookkeeping functions (e.g., monthly credit card reconciliation)
  - Review expense reports

- Support logistical elements of various events, including vendor management, catering, transportation, travel, shipping and staffing requirements

## What We Are Looking For:

Your educational background consists of a college diploma or university degree in business administration. Candidates with equivalent experience will also be considered.

You will have a minimum of 5+ years of experience as a senior administrative professional in a similar role, preferably within a not-for-profit institution. You will possess relevant corporate governance or Board support experience, including experience aiding senior leaders.

Throughout your career, you will have demonstrated exceptional organizational skills, attention to detail, while delivering timely and high-quality work. As a team player, you will demonstrate excellent collaboration and communication skills, while continuously striving to improve the everyday work processes of the organization. This fast-paced environment requires a candidate who can adapt to new challenges, work well under pressure, effectively manage time, and balance multiple demanding priorities with ease and grace. We are a small and nimble team and things run well; so we don't have a huge structure, big systems, and processes. With your enthusiasm for continuous learning, you will help support us to evolve our processes and keep things working efficiently and effectively.

## Qualifications:

- Excellent written and oral communication skills in English
- Advanced skills and proficiency with Microsoft Office 365 Applications (Word, Excel, PowerPoint, Outlook, SharePoint), social media tools, and various web meeting/presentation software such as MS Teams and Zoom
- Proven ability to manage virtual meetings which are complex in nature (e.g., Zoom breakout rooms, polling features)
- Uses discretion and sound judgement when dealing with confidential information
- Strong project management skills
- Pro-active self-starter with the ability to work independently and as part of a team environment, with equal ease and minimal supervision
- You have demonstrated adaptability and resourcefulness in prior roles, and pride yourself on your problem-solving skills
- Superior customer service delivery and interpersonal skills
- Adaptability, resourcefulness and ability to find solutions with limited time

## We Consider the Following to be Assets:

- The ability to speak, read and write in French
- Previous experience in sustainability, membership associations, or similar roles
- Governance renewal or transformation experience
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## Location:

The selected candidate will need to be located in Ottawa, to support employee and team engagement. Our office is shared with Electricity Canada at 275 Slater St. The office is temporarily on restricted access due to COVID-19 and we're following public health guidelines to prepare for returning to the office. Our team is working on a hybrid basis – typically 3 days a week in the office. To ensure the health and safety of the Electricity Canada/CNA offices, there is a mandatory vaccine policy in effect.

## To Apply:

If this opportunity intrigues you and relates to your experience, then we want to hear from you. Please take the time to tell us about yourself in a cover letter – we want to hear your story – your background, your accomplishments, and why this role is a good fit for you, and your career at this time. If you have questions in advance, [please reach out](#) and we'll set up a call as you may have questions that we would be glad to answer.

The CNA is committed to providing an inclusive and barrier-free recruitment process and work environment. We are an equal opportunity employer, and we are seeking qualified applications from employment equity groups including but not limited to Indigenous peoples, women, people of colour, people with disabilities, and members of LGBTQ+ communities such as queer, transgender, non-binary, and gender-variant individuals.

You must be legally allowed to work in Canada to be eligible for this position. Please note that all applications will be acknowledged. Those selected for an interview will be contacted directly. The posting will remain active on our website until our search process is complete. We anticipate 1st round of interviews to begin within the next few weeks.

Please contact us in confidence and provide notice in advance if you require accommodations at any stage of the recruitment process. All requests for accommodation will be considered in a fair and objective manner that will ensure applicants are treated with respect and dignity. Please submit your cover letter and résumé using our online portal. For any questions or to request an accommodation, please [contact us](#).