



## Executive Assistant, National Office

### Location

Montreal

### Position status

This position is regular full-time - 35 hours per week

### Why Join The Kidney Foundation?

Excellent kidney health, optimal quality of life for those affected by kidney disease, and a cure. This vision drives us to build community connections, fund research and deliver programs and services that make a difference in the lives of those impacted by kidney disease, while engaging them in a community of care and support.

You can make a difference by joining our dynamic and dedicated team at The Kidney Foundation of Canada!

### What do we offer?

- A hybrid working environment
- Support for a home office set up and monthly home internet allowance
- 3 weeks annual vacation (6% of earnings)
- 10 Health (sick) days and 2 personal days per year
- 12 holidays per year
- Participation in the Group Insurance Benefits plan
- Participation in the Group RRSP (employer contribution 5%)
- A full employee assistance program
- A culture that supports continuous learning and development

## **Job Overview:**

Reporting to the National Executive Director, the Executive Assistant plays a key role supporting the National Executive Director, the National Board of Directors, as well as its various committees (Executive, Governance, Nominating, Finance & Audit, Investment, President's Forum).

The Kidney Foundation governs itself through a Policy Governance approach; the Executive Assistant contributes to the overall success of this model through the monitoring and tracking of key governance and operational policies, KPIs and other key corporate organizational processes.

## **What You Will Be Doing:**

- Provide executive level support to the National Executive Director in all facets of their work, including support to the National President.
- Organize and coordinate meetings of the National Board of Directors and its committees as required; this includes all logistics, attending as recording secretary as well as any necessary follow-up.
- Manage the governance policy development and monitoring cycle, maintain the policy library and registry.
- Support strategic planning development, implementation and evaluation; maintain and develop tools to track deliverables and performance (ex. KPIs).
- Plan the logistics of the Annual General Meeting & Leadership Conference.
- Support the National Nominating Committee and Electoral Officer with the election of Board members as outlined in the By-Law.
- Maintain all corporate documents and records (e.g., Letters Patent, General By-Laws, Regulations, Policies, Minutes of Meetings).
- Responsible for annual filings with Corporations Canada and le Registraire des entreprises Québec government filings (maintenance of our charitable status).

## **Qualifications, Skills and Experience Needed:**

- A pertinent educational background and at least 5 years' experience in a similar role
- Experience with Boards of Directors, minute-taking, governance policies and procedures, and corporate documentation and filings
- Advanced skills in Microsoft Office; technically savvy with a keen understanding of current meeting technology such as Teams, Zoom, Owl etc...
- Highly organized with excellent project management skills
- Excellent time management skills with the ability to work under pressure to meet strict deadlines.
- Excellent communication skills, both written and verbal.



- The ability to work flexible hours and weekends, and to travel within Canada (up to 4 to 6 times per year).
- Level of French required: intermediate spoken and written, approximately 20 % of tasks to be performed
- Level of English required: advanced spoken and written, approximately 90 % of tasks to be performed

## How to apply?

Email your resume to: [resume@kidney.ca](mailto:resume@kidney.ca) (include “Executive Assistant, National Office” in subject heading)

We wish to thank all applicants for their interest and effort in applying for this position; however, only candidates selected for interviews will be contacted.

This position will remain open until a suitable candidate has been found.

## More about The Foundation?

To learn more about The Foundation and explore our vision and mission, please visit our website at [kidney.ca](http://kidney.ca)

***The Kidney Foundation of Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***

***The Kidney Foundation of Canada complies with the requirements of Bill 96.***

***Kidney Foundation of Canada complies with the requirements of Accessibility Act.***