



Canadian  
Race Relations  
Foundation

Fondation  
canadienne des  
relations raciales

## JOB DESCRIPTION | Executive Assistant

### The Canadian Race Relations Foundation

The Canadian Race Relations Foundation (CRRF) was created in 1996 to reaffirm the principles of justice and equality for all in Canada. The CRRF's mandate is to facilitate throughout Canada the development, sharing, and application of knowledge and expertise to eliminate racism and all forms of racial discrimination in Canadian society.

The CRRF is currently hiring for 1 Executive Assistant to support our Executive Team. 1-year temporary position will provide direct support to the Chief Administrative Officer (CAO).

The Executive Assistant (EA) reports to the Director of Executive Office and Administration, the EA coordinates schedules, deliverables and provides administrative and management support to the Executive and leadership team as directed by the Executive. The EA is responsible for project management, time and daily management of the Executive's work schedule, scheduling of meetings, correspondence, approvals, travel booking, financial reconciliation, and note taking, amongst other items. The EA is to work closely with the Director of Executive Office and Administration in carrying out the administrative needs of the Executive Directors Office as well as the Administrative Team, generally, within a matrix reporting relationship.

#### Position Summary

**Job title:** Executive Assistant

**Job classification:** Non-Unionized

**Employment Status:** 1-year Fulltime Term Contract

**Hours:** 37.5 hours per week  
Ability to travel and attend weekend, early morning, and evening meetings as required

**Work location:** Toronto head office. Hybrid working setting, with regular in person meeting, travel required and possibility of returning on-site work where applicable.

**Salary:** **\$61,814 - \$82,418 per annum.**

CRRF offers a comprehensive benefits package, which includes three weeks of vacation, two Personal Floating Days, sick days and 4% of annual income towards RRSP plan, and life, disability, medical and dental care insurance.

**Probation Period:** 6 months



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## **Responsibilities:**

### Scheduling and Calendaring:

- Manage and organize the calendar, including sending invitations and coordinating schedules with Director of Administration, the Executive and other staff.
- Schedule review times for deliverables and coordinate briefings, as needed.
- Attending to the Executive's calendar review meetings to ensure Executive's attendance is reflected where needed and requested by CEO.
- Coordinating with all administrative staff across the organization to identify approval requirements for the Executive and scheduling briefings, as needed.

### Meeting:

- Request, review, and tag agendas and preparatory information and material to calendar invites; create and distribute agendas for internal and external meetings.
- Draft agendas for the Executive's meetings, attend meetings as needed, take minutes focusing on actionable items, review with the Executive, and circulate to attendees.
- Manages and schedules in person, virtual and hybrid internal and external meetings and/or workshops including business arrangements / accommodations (food, travel, hotel accommodations, etc...)

### Approvals:

- Track, review, and file approvals; coordinate with other admin staff and Director of the Executive Office and Administration on approval processes.
- Coordinating and tracking review folders for the Executive ensuring deliverables and timelines are met.
- Help create and maintain an efficient filing system for documents, approvals, and other information in SharePoint/OneDrive.
- Distribute approved items to relevant departments and follow up on deliverables and timelines.
- Working alongside Corporate Secretary for the Executive's related Board deliverables, approvals and other work; coordinate required information needed from the Executive.
- Supporting the development of the Executive's reports for the CEO.
- Working closely with Corporate Secretary to ensure logistical elements of all board meetings, including approvals, are timed out and reflected in the Executive's calendar.
- Draft or assist in drafting business notes in collaboration with directors for the Executive's approval.
- Follow specific reporting requirements for each executive, as outlined during onboarding.

### Coordinate travel for Director of Administration and the Executive:

- Schedule and book travel arrangements; manage expense reimbursements and CC reconciliation for the Executive and Director of the Executive Office and Administration.
- Regularly travel with the Executive and ensure timely processing of related tasks.
- Flagging emails that need response for the Executive.

### Manage the Executive's Office:

- Follow up on requests, as directed by the Executive.
- Inform the Executive of potentially contentious or sensitive calls, meetings or requests, attend to follow-up, as required.
- Manage Executive records and documents.



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- Oversee the Executive's agenda, schedule, and meetings in consultation with the Director of Administration, the Executive and in collaboration with other administrative staff.
- Draft, reviews, edits the Executive's general correspondence, reports and documents on behalf of the Executive.
- Proactively manages and tracks high-volume projects to support the deliverables of the Executive.
- Manage confidentiality, accessibility and organization of filing systems.
- Provide general support services to the Executive.
- Liaise with staff, external stakeholders, Board members, and government/minister offices, as appropriate.
- Manages Executives products approval process and relays feedback for decisions.
- Review briefing notes, delegation of contact authority and financial reconciliation processes to ensure accuracy and compliance.
- Manages delicate information with discretion and ensures a timely follow up on time sensitive matters.

#### Other Administrative Support:

- Screens incoming phone calls and exercise judgement in assessing relevance, importance and potential sensitivity of information requested.
- Communicating in a timely, professional and respectful manner reflecting the office of the Executive.
- Manage and follow up with event contractors for coordinating virtual and in-person staff meetings including event logistics in collaboration with the Director of the Executive Office and Administration and the EA of the Executive.
- Keep track of Executive's priorities and work effectively in a matrix environment with two executives.
- Provide support to 'special projects,' as assigned by the Executive's and/or the Director of the Executive Office and Administration.
- Timely distribution of meeting invites, agenda and minutes.
- Collaborate with other Executive's EAs and other administrative staff to ensure timely coordination of the Annual Report.
- Maintain effective ongoing dialogue with all Directors.
- Assist the Corporate Secretary with the development of meeting agendas, upon request by the Executive or Director of the Executive Office and Administration.
- Arrange for effective on-boarding of new board members with appropriate training as required.
- Employing project management methodology including tracking projects, identifying and communicating outcomes and action items.

#### **Qualifications:**

- Post-secondary education and/or equivalent combination of training and administrative and executive experience, for example certificate or diploma in Executive Office Administration.
- A minimum of 5-7 years of experience in administrative roles.
- Intermediate to advanced knowledge of Microsoft Office (especially Outlook), SharePoint, and Office 365.
- Demonstrated knowledge of CRRF strategy, vision, mission and goals is an asset.
- Demonstrated political acumen.
- Experience working with Executive leaders in a multi-executive reporting role (i.e. reporting to more than one Executive simultaneously)
- Project management certification and/or experience is an asset.
- Calendar scheduling and management using programs such as Microsoft suite, especially Outlook.
- Salesforce and platforms management such as SharePoint is an asset.
- Office / facilities management is an asset.



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- Must have clear and concise written and verbal communication skills.
- Must have experience and aptitude working with competing priorities, time sensitive timelines within a dynamic environment.
- Must be available during working hours for quick responses to assignments and tasks.
- Demonstrated ability to coordinate and communicate with senior/executive level stakeholders.
- Demonstrated ability to communicate with all levels of an organization, both internally and externally.
- Demonstrated ability to resolve issues logistical and administrative problems independently.
- Demonstrated ability to remain calm under pressure and remain focused.
- Demonstrated ability to effectively prioritize and triage competing demands on one's time.
- Demonstrated ability to prioritize.
- Demonstrated ability to prepare Briefing Notes.
- Demonstrated ability and willingness to attend and organize in-person meetings and events.
- Trustworthy and discreet.
- Strong interpersonal skills to build strong relationships with colleagues, Board and Committee members.
- Develops and maintains trust by honoring commitments, maintaining confidentiality and demonstrating sound judgment.
- Demonstrated ability to work with all employees at all levels of the organization.
- Pro-active, take initiative to drive results.
- Demonstrated ability to adjust to changing organizational needs and communicate/manage expectations.
- Demonstrated ability to work under pressure and meet deadlines.
- Resourceful and able to manage changes.
- Demonstrated ability to handle delicate and/or confidential information with discretion and sensitivity.
- Demonstrated commitment to valuing diversity and contributing to an inclusive working and learning environment.

**To Apply:**

Please apply using the link below by **January 19, 2026**:

<https://crrf.applytojob.com/apply/LFI2q57uHw/Executive-Assistant>

Some essential and other qualifications will be assessed through your application process. Proof of eligibility to work in Canada and education, and three professional references from your previous supervisor and coworkers will be requested if you are considered for the position.

Interviews will be held via Zoom. While all applications are appreciated and will be handled in the strictest confidence, only those candidates short-listed for an interview will be contacted. CRRF may cancel, postpone, or revise employment opportunities at any time.

CRRF values diversity and is committed to fostering an environment of inclusion and cross-cultural sensitivity. We encourage applications from Indigenous people, racialized people, people with disabilities, people from gender and sexually diverse communities and/or people with intersectional identities.

We accommodate people with disabilities throughout the recruitment and selection process. Please indicate accommodation-related requirements/needs in your application.