



Executive Administrative Assistant/ Governance Coordinator

Permanent Full time

Are you an Executive Administrative Assistant/ Governance Coordinator who is looking to build on your strong track record of executive and administrative support? Are you eager to make a real difference in the lives of Indigenous people within a strengths focused environment?

If so, let's talk!

Organization Description

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support the mandate, Thunderbird has two office locations, one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario.

Your opportunity

- The Executive Administrative Assistant/Governance Coordinator will be responsible for providing executive and administrative support to the CEO and Board of Directors.
- You will coordinate activities and resources; support the day-to-day operations of the CEO; and facilitate administrative systems.
- You will work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others.
- You will apply all your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team.
- You will enjoy the satisfaction that comes from knowing that your work is much more than just a job.

As the Thunderbird Partnership Foundation Executive Administrative Assistant/Governance Coordinator, you will

- coordinate the activities of the office of the CEO as it relates to the overall operation of Thunderbird.
- provide comprehensive support by overseeing all incoming and outgoing communications, including emails, phone calls, reports, and internal correspondence.
- manage schedules and arrange meetings for the CEO and keep the executive's calendar up to date, including adding events, rescheduling appointments, and providing daily briefings and administrative functions for key deliverables/outputs.
- act as the gatekeeper for internal and external contacts, including vendors, colleagues, clients, and other stakeholders.
- conduct research and create reports on various topics based on the needs of the executive.
- plan and organize events that take place externally, such as fundraisers, and appreciation events.
- keep important information and documents organized physically and electronically.
- maintain a high degree of discretion and confidentiality.
- provide executive governance support which can include but is not limited to maintaining schedules.



- organize meetings and record meeting minutes.
- direct stakeholders to appropriate resource persons.
- provide ad-hoc support as assigned.
- monitor the organization's compliance with its bylaws/policies and procedures.
- manage multiple deadlines and work well under tight timelines or changes in priorities.
- bring meetings, issues, deadlines, and all other matters to the attention of the executive team in a timely manner and respond to routine enquiries and requests.
- develop and promote reporting arrangements between different entities within the group.
- format and compile resolutions, reports, and other meeting materials. Check for accuracy and appropriateness of materials prior to distribution.

You bring

- a Bachelor of Arts or College Diploma in Business Administration or related field.
- 3-5 years of prior experience as an Executive Assistant.
- 3-5 years of experience with corporate governance.
- prior experience within a First Nations or Indigenous organization.
- prior experience supporting a CEO and Board of Directors.
- the ability to pay exceptional attention to detail.
- strong communication and interpersonal skills.
- the ability to conduct research and create reports or presentations.
- time management skills.
- the ability to learn quickly.
- the ability to handle sensitive information with discretion.
- strong computer skills: MS Office and software applications.
- experience with troubleshooting office equipment.
- the ability to work in a fast-paced environment.
- the ability to attend work locations not accessible by public transportation.

If this sounds like the right fit for you, please email your **resume and cover letter** for confidential consideration to: resumes@nnapf.com

Thunderbird Partnership Foundation (NNAPF)
22361 Austin Line
Bothwell, ON N0P 1C0

Closing date: Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments.

If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted.

To request a full job description, please contact: Annette Howlett at ahowlett@thunderbirdpf.org