

Administrative/ Communications Assistant Job Description

The Administrative / Communications Assistant supports our leadership team and consultants as they fill the expectations of their roles and deliver our services.

Job Duties

- Administrative Duties
 - Manage overall administrative details
 - Executive Meetings
 - One week before Executive meeting (by email and submission to Dropbox)
 - Send to do list to each CAO and CEO
 - Send reminder to CEO to prepare agenda
 - Send agenda
 - Take minutes at Executive meetings and follow up on tasks emerging from meetings, as required
- Case Consultation Meetings
 - One week before consultant meetings
 - Send reminder to CAO and CEO to develop agenda
 - Send agenda and meeting reminder to all consultants
- Marketing Support
 - Work with CAO to organize the overall marketing strategy
 - Provide marketing support by promoting us on all forms of social media, through email blasts and maintaining our blog
 - Add all in-house workshops into organizational calendar
 - Identify “triggers” for marketing / / act on these triggers to ensure marketing of inhouse workshops
 - Ensure upcoming in-house workshops are promoted on website
 - Follow up with workshop participants in the warm glow space
- Communications Support
 - Beauty-making and/or creation of brochures
 - Ensure brochures, business cards and other communications material are available
 - Edit outgoing communication
 - Weekly scan of the website to ensure there are no problems and/or the website is appropriately updated
- Virtual Filing Cabinet
 - Maintain virtual filing cabinet
 - Revise executive team filing cabinet first, consultant team second

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Personal Attributes (Advertising)

- An enthusiastic, energetic attitude ready to contribute to a start-up environment.
- The ability to thrive in a fast-paced environment.
- A go-getter with a "make stuff happen" mentality.

Core Competencies

Character

- Commitment to the practice of unconditional positive regard (to love unconditionally)
- Ability to listen deeply and with a spirit of discernment
- Leadership that rests on humility, integrity, courage and care
- Willingness to participate an organizational culture that is contemplative in nature
- Engagement in a daily spiritual practice
- Commitment to being a life-long learner

Communication & Conflict Skills

- Ability to write and speak in a manner that communicates care and compassion while being clear, concise and appropriately confident.
- Ability to synthesize spoken comments, providing effective summaries in conversation with clients and on paper in reports
- Ability to work with a diverse and sometimes intense client group; ability to see the gifts in opposing views
- Willingness and ability to give and receive feedback
- Compassionate engagement in tough conversations, as needed

Initiative & Organization

- Self-starter, ability to see work that needs to be done and to take action accordingly
- Excellent organizational skills
- Timeliness and attention to deadlines

Insight

- Ability to sense what is being said, refine and express your intuition.
- You can identify interesting patterns that combine diverse references.

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Education/Other Skills

- Work experience in a related field (3 – 5 years or more)
- Relevant education and/or experience in a related field
- Ability to work in a growing and dynamic work environment
- Spirit of optimism, curiosity and grace
- Ability with Word, PowerPoint and Excel
- Additional computer skills (such as Adobe) are welcome

We are committed to a fair and inclusive work environment. We will endeavor to accommodate the needs of qualified applicants in all parts of the hiring process. All resume information is received in confidence. While we appreciate and thank all applicants, we will only directly contact those candidates selected for an interview.