



## **JOB DESCRIPTION**

**Position title:** Executive Assistant (CONTRACT)

### **Purpose of position:**

As Executive Assistant, you will provide support to the CEO, Executive Team and Communications department.

### **Principal Duties and Responsibilities:**

- Provide day to day administrative support to the President and CEO, including calendar management, travel arrangements, preparation of expense reports, coordinating meetings and minute taking.
- Draft and prepare PowerPoint presentations.
- Arrange webinar and conference calls.
- Coordinate and circulate meeting agendas.
- Assisting in the planning of the AGM and Annual Report.
- Assist with media monitoring and social media tracking.
- Support the research and organization of retreats, workshops and events, including booking meeting rooms, ordering catering and restaurant arrangements.
- Assist in coordinating matters related to the Board of Directors, including meetings, teleconferences, governance, and liaising between Board Directors and members of Access Copyright's Executive Team.
- Maintaining contact lists and organizational charts.
- Ordering office supplies and managing outbound deliveries.
- Other duties as required.

### **Qualifications:**

- A friendly, discreet, professional and adaptable demeanor.
- A very strong attention to detail with exceptional written and verbal communication skills.
- Excellent project management skills; able to anticipate and manage multiple priorities and deadlines; strong organizational skills with focus on quality and accuracy.
- Solid research and planning skills.
- Excellent computer skills with knowledge of Word, Excel, PowerPoint and SharePoint.
- Able to initiate and maintain relationships with a variety of stakeholders.
- Capable of working equally well independently and as a participative team member.

## Access Copyright

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Applicants interested in applying are encouraged to send their resumé and cover letter via email to [info@accesscopyright.ca](mailto:info@accesscopyright.ca). Please reference Executive Assistant in the subject line.

*Access Copyright is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs. Kindly let us know of your needs.*