

**Position Title**

Executive Assistant

Reports To

Executive Director

Position Type

Full-time (35 hours per week) – Hybrid. Remote and in-person at JMMF Admin Building in Morinville. Attend meetings or events as required.

Compensation

\$60,000 to \$70,000 annually. Extended benefits package, RRSP matching program, wellness days, and paid vacation.

Position Summary

The Executive Assistant provides high-level administrative and strategic support to the Executive Director and leadership team of the Jessica Martel Memorial Foundation. This role ensures effective coordination of operations, communications, and governance functions, supporting the overall mission to break the cycle of domestic violence and promote safety, empowerment, and awareness.

The successful candidate will be highly organized, self-motivated, and technologically adept, capable of balancing multiple priorities while maintaining confidentiality and professionalism.

Core Responsibilities**Executive Support**

- Manage the Executive Director's calendar, schedule appointments, and coordinate meetings across departments and external partners.
- Prepare and edit correspondence, briefing notes, presentations, reports, and agendas.
- Support Board of Directors meetings, including scheduling, minute taking, and distribution of materials.
- Handle confidential information with discretion and maintain high standards of professionalism and trust.

Administrative Coordination

- Manage internal office and digital administrative systems, ensuring consistent document control and organization.
- Track key deadlines for reporting, grant submissions, and organizational commitments.
- Support contract management and maintain up-to-date records of key organizational documents.
- Coordinate meeting logistics, travel arrangements, and related expenses.

Communication and Relationship Support

- Serve as a liaison between the Executive Director, Board members, staff, donors, and community partners.
- Draft and distribute internal communications, newsletters, and general organizational updates.
- Support external relationships by assisting with correspondence, acknowledgment letters, and tracking contacts.

Governance and Reporting

- Prepare and maintain Board and committee meeting materials in collaboration with the Executive Director.
- Assist with internal performance reporting and project updates to leadership and funders.
- Support compliance and records management related to governance standards and privacy practices.

Key Competencies and Attributes

- Strong organizational and time management skills with attention to accuracy and detail.
- Excellent written and verbal communication abilities.
- Advanced proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Teams), SharePoint, and cloud-based collaboration tools.
- Ability to work independently and effectively in a remote environment.
- High level of emotional intelligence and discretion with sensitive information.
- Adaptability and proactive problem-solving with a calm, solutions-oriented approach.

Qualifications

- Minimum 3 years of administrative or executive support experience, preferably within a nonprofit or community services context.
 - Familiarity with governance and recordkeeping standards.
 - Experience supporting multiple priorities across a dynamic and value-driven organization.
 - Clear Police Information Check with Vulnerable Sector Search and Child Intervention Record Check.
 - Post-secondary education in administration, communications, or a related field considered an asset.
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Working Conditions

- Thirty-five (35) hours per week with flexibility in scheduling, subject to organizational and Executive Director needs.
 - Primarily remote role; must have a dedicated home office environment that allows for secure and confidential work.
 - Occasional attendance required at in-person meetings, events, or community engagements in the Sturgeon County area.
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How to Apply

Email your resume to hr@jmmfca with the subject line “*Executive Assistant application, First name Last name.*” by **November 14, 2025**

We thank you in advance for your resume submission. Only those identified for a pre-screen interview will be contacted.

Equity, Diversity, Inclusion, and Accessibility

The Jessica Martel Memorial Foundation is an equal opportunity employer committed to employment equity. Applications are encouraged from people with diverse backgrounds and lived experiences, including but not limited to First Nations, Inuit and Métis peoples, Black and other racialized communities, gender-diverse people, people with disabilities, 2SLGBTQ+ communities, and newcomers to Canada.

Accommodation is available upon request throughout the recruitment and selection process.