



Position: Executive Assistant to the National Executive Director
Reports to: National Executive Director
Status: Full-Time Non-Bargaining Unit
Location: Toronto (in-office based)

EXECUTIVE ASSISTANT TO THE NATIONAL EXECUTIVE DIRECTOR

The Executive Assistant to the National Executive Director works under the direction of the National Executive Director. The Executive Assistant will be responsible for providing support on a wide range of complex and confidential matters that relate to both internal and external union activities.

This role requires discretion, professionalism, and solid judgment in representing the office of the National Executive Director. The incumbent must be a proven high achiever who is detail oriented, goal driven and conscientious about deadlines and deliverables.

The role will be expected to organize and manage competing priorities effectively and efficiently. They must have the ability to manage specific projects and coordinate the work and busy schedule of the National Executive Director.

The role requires an individual who excels as part of a team and who enjoys working in an office environment.

About ACTRA National and the National Executive Director:

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of professional performers working in recorded media in Canada. ACTRA represents the interests of over 28,000 members across the country – the foundation of Canada's highly acclaimed professional performing community.

Part of the of the National Executive Directors role is to set standards for collective bargaining in the arts and be a leading voice for Canadian culture to advocate for workers' rights.

The National Executive Director requires an exceptional Executive Assistant, who recognizes the importance of the work of the union and who will contribute to the success of the organization's overall mission, values, and goals.

ACTRA

Major Responsibilities:

- Tracking the work of the Leadership Team, ensuring projects meet deadlines and deliverables as set by the National Executive Director.
- Ensuring appropriate communications to applicable stakeholders are professional both written and verbal.
- Providing high level administrative support to the National Executive Director.
- Managing the National Executive Director's calendar including planning, organization, and coordination of travel.
- Scheduling meetings, conference calls, events, and logistics with both internal and external stakeholders, and ensuring the National Executive Director has the materials necessary in advance to prepare.
- Coordinating meetings and taking minutes for the National Executive Director and National Council and ensuring the unions' Constitution, By-laws, policies, and directives are followed.
- Working with sensitive materials/information for senior management.
- Preparation of correspondence related to confidential matters such as budgets and National Council meeting materials.
- Preparation of reports and presentations in a variety of formats.
- Organizing and maintaining electronic and paper files, ensuring information is organized, secured and easily accessible.
- Balancing monthly credit card statements against expense reports.
- Flexibility with hours of work. The position may be required to work evenings and weekends on occasion as needed.
- Other duties as assigned within the scope of the position.

Key Qualifications, Skills, and Knowledge:

- Post secondary education in labour and employment relations, or equivalent work experience preferred.
- At least two (2) years experience at the senior level of office coordination and/or as an executive assistant preferred.
- Experience in a union or unionized setting and/or a demonstrated drive and desire to promote workers rights.
- Excellent interpersonal and communication skills (written and verbal).
- Excellent organizational and time management skills.
- Must have the ability to multi-task effectively and efficiently.
- Strong attention to detail and the ability to set priorities and meet deadlines.

ACTRA

- Strong project management and prioritization skills with ability to work effectively on multiple fast-paced projects.
- Experience working with sensitive materials and information and the ability to exercise independent judgement and discretion in dealing with highly confidential operational and legal matters.
- Strong analytical and problem-solving skills.
- Proactive, resourceful, flexible, adaptable with a high degree of common sense and initiative.
- Strong computer and phone proficiency required: Outlook, Word, Excel, PowerPoint, Google Suite, Microsoft Teams, Zoom, social media channels and project management tools.

Note: this is an in-office based position.

Application Process:

Interested applicants are invited to submit a resume and cover letter to **humanresources@actra.ca quoting 2023-36 'Executive Assistant to the National Executive Director' in the email subject line.**

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.