



**Position:** Executive Assistant to the National Executive Director  
**Reports to:** National Executive Director  
**Status:** Full-Time Non-Bargaining  
**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 and is 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 successful candidate will be a proven high achiever who is detail oriented, goal driven and conscientious about deadlines and deliverables.

The Executive Assistant 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, protecting the National Executive Director's time, while ensuring key priorities, strategic initiatives, and critical projects receive appropriate attention, visibility, and timely follow-through.

Importantly, the successful candidate will have a Chief of Staff mindset, collaborating with members of the leadership team to advance the priorities of the national union as a representative 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 30,000 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.

## **Major Responsibilities:**

- Supporting the National Executive Director, and providing additional support to the National President, National Executive, and National Council, as required.
- Tracking the work of the Leadership Team, ensuring projects meet deadlines and deliverables as set by the National Executive Director
- Representing the office of the National Executive Director and Chief Negotiator with professionalism and a high degree of responsiveness.
- Ensuring appropriate communications to applicable stakeholders, whether written or verbal, are professional and accurate.
- Providing high-level administrative support to the National Executive Director (NED), ensuring daily operations run smoothly and efficiently;
- Manage the NED's calendar, including scheduling meetings, travel coordination, and preparing necessary materials in advance;
- Coordinate meetings, events, and conference calls with internal and external stakeholders, ensuring logistics are handled professionally;
- Handle confidential information with discretion and integrity.
- 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.
- Reconciling expense reports and monthly credit card statements.
- Occasionally supporting evening or weekend meetings or events, as required, and being on call in the event of urgent issues or time-sensitive requests requiring immediate attention.
- Performing other administrative duties as needed within the scope of the position.
- Planning National Council meetings, preparing board materials in collaboration with leadership, and ensuring logistics are handled professionally.
- Taking minutes and tracking action items to ensure execution to completion.

## **Key Qualifications, Skills, and Knowledge:**

- 5+ years of experience as an Executive Assistant or similar role.
- Post secondary education in labour and employment relations or business administration is considered an asset.
- Excellent interpersonal and communication skills (written and verbal).
- Excellent organizational and time management skills.
- Must have the ability to multi-task effectively and efficiently.
- Thrives in a fast-paced environment.

- Strong attention to detail and the ability to set priorities and meet deadlines.

- 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.