



Job Description

CPA Executive Assistant

Purpose

The Canadian Permafrost Association (CPA) brings communities, researchers and practitioners together to advance understanding of permafrost environments. The CPA is currently seeking an Executive Assistant to be responsible and accountable for the effective and efficient management of the CPA's affairs in accordance with written policies, guidelines and instructions issued by the Board of Directors or the President. The Executive Assistant reports to the President. The ideal person for the job will be familiar with the Canadian permafrost community and have exceptional communication, computer, and social media skills, and a meticulous attention to detail.

Duties and Responsibilities

The Executive Assistant:

- develops and implements, subject to Board's approval, appropriate management and administrative processes and procedures;
- develops, in collaboration with the President and the Secretary, the Agenda for meetings of the Board and Executive Committee;
- ensures the preparation and distribution of packages of Agenda documents;
- prepares and ensures distribution of Minutes of meetings of the Board, Executive Committee and Standing Committees;
- supports the Communications Director in modifying and updating the Association's web-site, and running the Association's social media feeds;
- supports the Standing Membership Committee in preparation of the newsletter
- supports the preparation and execution of the Association's Annual General Meeting and other conferences and meetings organized by the Association, subject to Board's guidance;
- maintains the Association's By-Laws;
- develops and maintains the Association's Manuals:
 - Manual of Administration,
 - Awards and Honours Manual,
 - Conference Manual,



- Strategic Plan, and
 - any others deemed necessary - all are subject to Board's approval;
- reviews, verifies, (when necessary), and approves all membership applications in agreement with the Treasurer and the Secretary;
- answers written or verbal inquiries or requests regarding the Association's organization and activities; sends or provides requested matter;
- transmits special information, requests or other matter to appropriate officials of the Association for appropriate action; and
- carries out, from time to time, such duties and assumes such responsibilities as assigned to him/her by the President.

Skills and Personal Attributes

In addition to the ability to carry on duties and responsibilities listed previously, the following skills and personal attributes are considered important in the selection of an Executive Assistant:

- excels at communications;
- understands the functioning of the Association, particularly the relationships between the Action Groups and the Standing Committees, and the national and international bodies with which CPA interacts;
- maintains a network among the members of the Association, and with industry and academia;
- aware of the spirit of volunteerism that makes operations of the Association possible;
- encourages the participation of all members, but in particular that of young members;
- knowledgeable about Indigenous cultural sensitivities and Equity, Diversity, and Inclusion best practices;
- provides guidance, advice and support to the Board and the Executive Committee of the Association;
- provides perspective on current operating practices, encouraging initiatives, and asking for advice when needed;
- flexibility to work with different types of people (positions in the Board and Executives change every year and all Presidents are different);
- excellent organization and time management skills;
- fluent in English and French
- ability to review and proofread documents, emails, and social media posts;
- ability to pay attention to details in a sometimes hectic environment; and



- ability to work on their own, being proficient with e-mail, social media and other standard computer programs and being able to work efficiently from home office.

Position Type and Pay

The Executive Assistant position is part-time and can be located anywhere in Canada. The incumbent is responsible for their own computer and telephone and internet service. The pay is approximately \$25/hour and 8 hours of work per week is anticipated, however the amount of work per week will vary throughout the contract. This position is a six-month contract (April to September 2022) with the possibility of extension. The incumbent is responsible for monthly invoicing the CPA for their services.

To Apply

To apply for the Executive Assistant position, please submit your resume, a short cover letter, and the contact information of two references to President@canadianpermafrostassociation.ca by **March 20, 2022**.

