

## Executive Assistant to the President & Corporate Secretary to the Board

February 2016

### Description

The **Executive Assistant** will report directly to the President, providing excellent administrative support. The individual is required to have impeccable multitasking skills, an ability to handle many requests, good judgement and the ability to act quickly whilst retaining a calm and confident demeanour. In this position, you will take a proactive approach and be able to anticipate the needs of the President.

The Executive Assistant must be creative and enjoy working within a small, entrepreneurial environment that is mission-driven, results-driven, and community oriented. You will have the ability to exercise good judgment in a variety of situations, with strong written and verbal communication, administrative, and organizational skills, and the ability to maintain a realistic balance among multiple priorities. You will work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion. Basically, the Executive Assistant should be incredibly efficient, wickedly smart, and have a great sense of humour!

The **Corporate Secretary** assists and reports to the Chair of the Cybera Board of Directors in the discharge of its respective duties, e.g. minuting, organizing, and assisting with each Board meeting (approx 3-4 per year) and its sub-committees. Confidential matters are to be handled with discretion.

### Responsibilities

- Plan, coordinate, and ensure the CEO's schedule is followed and respected. Fills the "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time and office,
- Work closely and effectively with the CEO to keep him well informed of upcoming commitments and responsibilities, following up appropriately. Acts as a "barometer," having a sense for the issues taking place in the environment and keeping the President updated,
- Manage an extremely active calendar of meetings and appointments, and a high volume of e-mail,
- Coordinate travel efficiently and with a high degree of attention to detail,
- Prepare expense reports,
- Document and briefing preparation for meetings,
- Complete aspects of deliverables, including drafting acknowledgement letters, personal correspondence, minute taking and other tasks that facilitate the CEO's ability to effectively lead the company,
- Perform general office administrative duties including ordering office supplies, handling incoming and outgoing mail, copying documents, coordinating conference calls, catering, general support to the Executive and Management teams,
- Is part of a direct team that builds and strengthen relationships crucial to the success of the

organization.

### Qualifications

- Totally comfortable in a purely Google / Mac-based environment.
- Strong organizational skills, ability to prioritize multiple tasks, and excellent attention to detail,
- Strong written and verbal communication skills,
- Resourcefulness, creative problem solving skills, and an ability to foresee upcoming circumstances,
- A self-starter with the ability to perform duties with minimal supervision,
- Forward-looking thinker, who actively seeks opportunities and proposes solutions ,
- Ability to meet and understand multiple priorities and deadlines,
- Great sense of humour,
- Finally, we are looking for someone who identifies with Cybera's mission and will compliment the culture of the organization.

### Preferences

- 3+ years progressive experience in an administrative capacity desirable, but not essential,
- Experience supporting a not-for-profit Board of Directors,
- Post-secondary education,
- Experience working in a non-profit and/or technology oriented workplace,
- An interest in technology and innovation,

### How to Apply:

We welcome you to introduce yourself no later than **March 4, 2016**, however the position will remain open until a suitable candidate has been appointed. Send a resume and cover letter explaining why you would be a great addition to our team with attention to: Caroline Korchinski at [resumes@cybera.ca](mailto:resumes@cybera.ca).

Only candidates selected for an interview will be contacted.

### Compensation and location:

Full-time salary will be in line with similar not-for-profits and commensurate with experience.

Located at The University of Calgary, Research Park.

### Company Description

Cybera is the not-for-profit company in Alberta responsible for ensuring advanced and efficient e-infrastructure. This publicly funded system of high-speed networks and "above the network" services is part of Alberta's innovation ecosystem.

Cybera's policy staff, including the president, meet regularly with officials at all levels of government from municipal to federal.

At its core, Cybera operates the ultra high-speed internet network that connects Alberta universities to an exclusive, secure international network.

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In addition to running this network, Cybera coordinates pilot projects and services that put this network to use, to help Alberta innovate. With offices in Edmonton and Calgary, this pan-Alberta organization is home to unbiased technical experts who are respected around the world for their pioneering work.

*All qualified applicants will receive consideration for employment without regard to race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income or family status of that person or of any other person.*