



**Black  
Opportunity  
Fund**

**We Back  
Black.**

## **Executive & Administrative Assistant**

Black Opportunity Fund (BOF) is seeking an energetic and motivated team player to fill the position of **Executive & Administrative Assistant**.

**Black Opportunity Fund** is a community-led registered Canadian Charitable organization, whose mandate is to dismantle anti-Black racism by accessing and deploying sustainable capital to fund Black led businesses and Black led not for profits and charities, in order to improve the social and economic well-being of Canada's Black communities.

**REPORTS TO: Executive Director**

### **JOB SUMMARY:**

This position provides professional administrative support to the Executive Director ('ED') and leadership team to support operating efficiency.

### **Key Duties**

- Assist with the preparation of standard correspondence.
- Monitor, screen, respond to and distribute incoming communications.
- Set up and complete administration associated with board, leadership and external meetings in a hybrid environment.
- Coordinating calendars of ED, board and leadership team with external stakeholders to arrange external meetings,
- Facilitating and tracking travel arrangements for ED, board and leadership team
- Support with the development of agendas and take meeting notes, as required.
- Research data to prepare documents for review and presentation and updates the Board and leadership portals, as needed.
- Assist with the development and maintenance of external communications and communications lists.
- File and retrieve records, document and reports and updating board and other committee portals.
- Assist with development of presentation materials and reports,
- Assist with managing the processing of expenses.

- Manage complex office administrative work requiring the use of independent judgment and initiative.
- Provide general administrative support and supports general organizational administrative function as required.

### **Requirements**

- Proven experience as an executive assistant or other relevant administrative support experience in a fast paced, complex environment
- Excellent written and oral communication skills with a keen eye for detail.
- Proficient with Microsoft Office tools, including Word, Excel, Outlook and PowerPoint, SharePoint and social media platforms,
- Ability to work independently and prioritize accordingly to effectively manage multiple projects and deadlines,
- Professional verbal and written communication skills
- Strong interpersonal skills
- Ability to work positively and constructively within a team environment,
- Ability to maintain confidentiality of highly sensitive information,
- Ensures integrity in personal and organizational practices.
- Proactive approach to problem- solving with strong decision-making skills,
- Strong sense of personal accountability, and demonstrates a commitment to ongoing learning and continual improvement,

### **Qualifications, Skills, and Experience**

- Post-secondary education in business or related field,
- 3+ years of related experience,
- Ability to work on tight deadlines while producing high-quality work,
- Excellent business acumen and ability to exercise sound judgment and prioritization,
- Exceptional attention to detail,
- Strong communication and interpersonal skills,
- Exceptional written communications skills,
- Ability to conduct research and create reports or presentations,
- Excellent time management and organization skills, supported by relevant systems and processes,
- Ability to learn quickly and adapt to new information,
- Ability to handle sensitive information with discretion,
- Advanced computer skills including with MS Office programs and experience with databases and Excel,
- Ability to work in a fast-paced environment,
- Bi-lingualism (French/English) is an asset.

## **Additional Information**

### **Salary:**

\$57,000 to \$63,000 per annum /commensurate to experience, plus participation in BOF's competitive extended benefits program.

### **Employee Benefits include:**

- Benefits - medical, dental, vision, life insurance, etc.
- Plan Coverage - mental health support, physio, massage, other specialist services
- Company Supplied Equipment (for remote work) - laptop, phone
- Non-traditional time off benefits - office closed between Christmas & New Year's, closed Fridays in the summer
- Opportunity to work for an organization whose mandate involves significant social impact

**Work Environment** – hybrid

**Closing Date: May 29th, 2023** Applications will be reviewed and considered upon submission.

**Resume and cover letter to:** Hiring Committee – Executive Assistant

Email: [info@blackopportunityfund.org](mailto:info@blackopportunityfund.org)

Please include in the email heading '**Re: Executive & Administrative Assistant**

We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly by the hiring department.

**Black Opportunity Fund** is committed to fostering a collegial work culture grounded in diversity and inclusiveness. We strive to build a team that reflects the diversity of the community we work in and serve, so we encourage applications from traditionally marginalized groups such as Black, Indigenous and racially visible persons, persons with a disability, women, persons of a minority sexual orientation and/or gender identity, and all candidates who would contribute to the diversity of our community.