

THE CHEMICAL INSTITUTE OF CANADA
Roles and Responsibilities

Executive Assistant

About us

The Chemical Institute of Canada (CIC) is a member-based not-for-profit association that champions the advancement of the chemical sciences in Canada. We help our members connect, learn, celebrate excellence, and grow their careers. Our renewed commitment is to support the chemical sciences community excel in sharing and celebrating their discoveries while ensuring the current and future generations of leaders are ready to foster a more resilient, inclusive future for everyone in Canada. We are undergoing a comprehensive strategic planning process aimed at serving members, especially early career professionals, increasing regional engagement, and fostering increased collaborations by 2030. Join us as we embark on this exciting journey to shape the present and future of the chemical sciences and engineering community. Learn more about how the CIC serves 4,000+ chemical science professionals here (www.cheminst.ca) and imagine yourself as a part of the team!

Overview

Position

The Executive Assistant supports the Executive Director in the achievement of the goals of the organization, with a strong focus on ensuring governance excellence by providing lead support to the Board of Directors and key stakeholder committees. This position is also responsible for a wide variety of administrative duties in support of the Executive Director. Duties include but are not limited to arranging travel plans, organizing logistics, meeting minute taking and distribution, scheduling appointments, filing and drafting both internal and external correspondence. The Executive Assistant is also required to maintain confidentiality and professionally interact with employees, management and the public. Central to this role is an understanding that the Executive Director and the National Team represent the mission, values, and aspirations of the CIC, and are seen to do so in all their activities and communications. From time to time, the Executive Director may assign special projects to the Executive Assistant. Together, we will bring our Strategic Plan 2030 to life.

Responsibilities

Executive Support

- Provide comprehensive administrative support to Executive Director, including managing calendar, scheduling meetings, taking minutes, developing agendas, etc.
- Serve as a point of contact for the Executive Director.
- Represent the Executive Director in a professional manner in all internal and external interactions.
- Review and professionally format various documents, presentations, and reports as needed.
- Assist in documentation and the setting and tracking of goals, priorities and initiatives to ensure maximum clarity, focus and execution by the Executive Director.
- Establish and streamline administrative procedures for optimal efficiency.
- Conduct research, compile data, and prepare briefs for consideration and presentation by Executive Director.
- Assist with internal staff collaboration, wellness and respectful workplace initiatives.
- Provide other miscellaneous administrative duties as necessary to support out organization's success.

Governance

- Coordinate Board and committee meetings including, but not limited to, creating meeting agendas, preparing documents, and managing the Board's electronic meeting and information sharing portal.

- Attend Board and committee meetings to take meeting minutes, track action items, and provide support in the delivery of presentations.
- Gather and document votes on Board-related motions.
- Schedule and coordinate orientation meetings between Board members and the Executive Director as required.
- Assist with developing, researching, drafting, and consolidating the preparation of all informative materials and presentations for regular and ad hoc Board training, the Annual General Meeting (AGM), and any other special meetings of the Board
- Assist in the development, drafting and preparation of materials for Board members.
- Draft and distribute appropriate correspondence for review, such as briefing packages, surveys, meeting materials, Board policies, and other reports, to the Board.
- Ensure timely and accurate filing of corporate governance documents to the corresponding SharePoint.
- Serve as a point of contact for governance-related inquiries from internal and external stakeholders.
- Advise the Executive Director and the Boards on compliance with relevant laws and regulations affecting governance.
- Assist in the development of governance documents.
- Provide other miscellaneous administrative duties as necessary to support the Boards.

Qualifications

What you'll bring

- Excellent written and verbal communication skills with the ability to effectively communicate with various stakeholders.
- Strong interpersonal skills and problem-solving skills.
- Ability to research information and summarize key details.
- Demonstrated organizational and time management skills to support the Executive Director.
- Bilingualism (English/French) is not necessary but welcomed.

Education

- Post-Secondary Degree/Diploma in Business Administration, public affairs, policy studies or related discipline is preferred. Diploma plus equivalent experience will be considered.

Experience

- 3-5 years of general administrative support experience.
- Experience with meeting coordination, preparing agendas, meeting packages, project management, and tracking policies and procedures is required.
- High proficiency with MS Suite, Zoom, Slack, Doodle, Asana. Proficiency in computers, Adobe Acrobat is preferred.

Working Conditions

- Remote work exclusively.
- Capability to operate within Eastern Standard Time (EST) hours.

Expected Salary Range

- \$45,000 – 55,000 per annum

Why Join Us?

- **Impact:** Play a key role in shaping the future of the chemical sciences in Canada.
- **Community:** Be part of a vibrant and inclusive professional community.
- **Professional Growth:** Opportunities for professional development and career advancement.

Benefits

- We are pleased to offer an organization-funded RRSP contribution program after two years of continuous service with the CIC.
- Full-time employees are also entitled to participate in the CIC's partially-sponsored health and life/disability benefits plan. Employees can expect to pay 100% of Life and Disability benefits, and have the CIC cover 75% of the health component of the benefits.
- Finally, we offer 15 days of annual paid vacation leave, and up to 6 paid wellness days, in addition to

statutory holidays and leaves.

How to Apply

- Interested candidates should submit their cover letter and resume in one pdf file either via the online portal on LinkedIn / Indeed or via e-mail to apply@cheminst.ca indicating the job title in the subject line as soon as possible.
- This posting is intended to fill a recently vacated position within our organization. Applications will be accepted until April 3, 2026. We encourage interested candidates to apply as soon as possible, as applications will be reviewed on an ongoing basis.
- We are committed to a fair and transparent hiring process. Artificial intelligence is not used to screen, assess, or select applicants for this position. All applications are reviewed by members of our hiring team.

[The Chemical Institute of Canada](#) is an equal opportunity employer committed to creating a safe, diverse, and inclusive environment. We encourage qualified applicants of all backgrounds including ethnicity, religion, disability status, gender identity, sexual orientation, family status, age, nationality, and education levels to apply. If you are contacted for an interview and require accommodation during the interviewing process, please let us know. We thank all applicants for their interest. Only those selected for an interview will be contacted. Together, we will bring our Strategic Plan 2030 to life.