

## **Executive Assistant (Part-Time)**

### **Agriculture in the Classroom Saskatchewan (AITC-SK)**

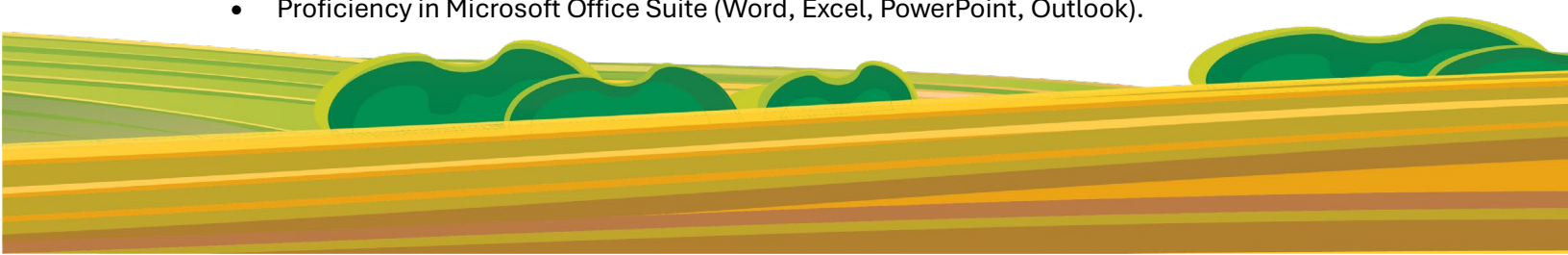
AITC-SK is a dynamic organization dedicated to connecting students with agriculture. We are seeking a highly organized and detail-oriented Executive Assistant to provide support to our Executive Director and Leadership Team. This is a part-time position of 24 hours per week, offering a flexible schedule. If you are passionate about agriculture and education, and thrive in a fast-paced environment, we encourage you to apply!

#### Responsibilities:

- Provide comprehensive administrative support to the Executive Director, including managing calendars, scheduling meetings, preparing correspondence, and handling travel arrangements.
- Provide comprehensive administrative support to the Leadership Team, including proactive meeting support (attending, recording minutes, and managing action items).
- Support the Executive Director in their work with the Board of Directors, including preparing board meeting materials, coordinating meeting logistics, and managing follow-up actions.
- Coordinate staff meeting details, including scheduling, sending invitations, and preparing meeting materials in collaboration with the Executive Director.
- Maintain accurate and organized records, both physical and digital, including board documents, contracts, and other confidential information.
- Assist with the preparation of reports, presentations, and other documents.
- Manage incoming and outgoing communications, including email, phone calls, and mail.
- Support special projects and events as needed.
- Proactively anticipate the Executive Director's and Leadership Team's needs and provide seamless support.
- Maintain strict confidentiality regarding sensitive information.
- Demonstrate excellent judgment and discretion in handling various situations.
- Other related duties, such as event planning support or research, as assigned.

#### Qualifications:

- Proven experience as an Executive Assistant or in a similar administrative role.
- Exceptional organizational skills and attention to detail.
- Strong communication (written and verbal) and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).



- Experience working with a Board of Directors is an asset.
- Knowledge of or interest in agriculture is an asset.
- Proficiency in Microsoft Teams.
- Experience with DonorPerfect is an asset.

**Hours:** 20- 24 hours per week

**Salary:** \$23-\$28 per hour, benefit package and RSP contribution

**Location:** Hybrid (Saskatoon/remote)

AITC-SK offers a supportive and collaborative work environment.

**To Apply:**

Please submit your resume and cover letter outlining your qualifications and experience to [careers@aitc.sk.ca](mailto:careers@aitc.sk.ca)

Application Deadline: March 7, 2025

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

