



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

Job Posting – Executive Assistant, Office of the CEO

Closing Date:	Open Until Filled
Organization:	Right To Play International
Department/Division:	Office of the CEO
Work location:	Toronto, Canada
Authorized to work in:	Canada (i.e., Canadian citizen or permanent resident)

BACKGROUND:

Right To Play is a global organization committed to improving the lives of children and youth affected by conflict, disease, and poverty. Established in 2000, Right To Play has pioneered a unique play-based approach to learning and development which focuses on quality education, life skills, health, gender equality, child protection and building peaceful communities. With programming in over 15 countries, Right To Play transforms the lives of more than 1.9 million children each week using play and sports, both inside and outside of the classroom. We are the only global development organization focused exclusively on using the power of play to transform the lives of children and youth to rise above adversity. In addition to our work with children, Right To Play advocates with parents, local communities, and governments to advance the fundamental rights of all children.

Right To Play is headquartered in Toronto, Canada and has operations in 22 countries across North America, Europe, the Middle East, Africa, and Asia.

Visit us at www.righttoplay.com.

POSITION SUMMARY:

Working under the direct supervision of the CEO, the Executive Assistant provides outstanding support to the CEO through a wide range of responsibilities including managing the CEO's calendar, travel, and budget planning and assisting with cultivating strategic relationships. This includes the day-to-day management of the Office of the CEO, strategic relationship maintenance and follow up, liaising between the CEO and other staff / outside contacts, and carrying out special projects at the request of the CEO.

The Executive Assistant plays a critical role in the global organization's success. Frequently interacting with the C-Suite of major corporations, ultra-high net worth individuals, celebrities, athletes, agents, and government leaders, the Executive Assistant is a sophisticated communicator who can interact effectively with a wide range of people and personalities, all with varied interests.

The ideal candidate is a dynamic and forward-thinking professional who is deeply service-oriented with a strong attention to detail. The Executive Assistant represents the CEO and the broader organization through his / her engagement with major stakeholders and staff globally and must be a champion of the organization and our values. He / she will demonstrate an ability to have some fun while making things happen in a fast-paced environment.



PRIMARY RESPONSIBILITIES:

I. PROVIDE GENERAL EXECUTIVE SUPPORT TO THE CEO (70%):

- Maintain the busy daily schedule of the CEO (including booking and confirming all internal and external meetings, providing daily briefing schedules and daily back-up documents for meetings.)
- Assist the CEO with planning key activities such as travel schedule, meetings and follow-up based on priorities.
- Proactively establish schedule to ensure a manageable amount of travel, external meetings, events, etc.
- Coordinate the booking of flights, hotel and rental cars working closely with the Senior Travel Officer.
- Coordinate site visits, meetings with heads of state, Ambassadors, and senior government officials and support international meeting planning liaising with global teams to coordinate schedules, prepare donor information, etc.
- Prepare detailed travel itineraries, compiling briefing packages of background research on individuals, and corporations and preparing country profiles.
- Occasionally assist in the coordination of off-site staff seminars including venue, catering, and travel bookings.
- Participate in the development of Safety & Security initiatives with the Global Safety and Security Management Team.
- Maintenance of a filing system for the Office of the CEO and maintenance of all contacts of the CEO.
- Prepare the CEO's expense reports.
- Organize meeting spaces, greeting visitors and determining access to appropriate parties.

II. PROVIDE COMMUNICATIONS SUPPORT TO THE CEO (20%):

- Manage all communications for the Office of the CEO including email, phone, and snail mail, with an effective sorting and response process.
- Assist the CEO in follow-up for all external meetings including preparing executive correspondence.
- Support the CEO in internal and external communications such as speaking engagements (organizing speeches / speaking notes and coordination with other departments as required.)
- Follow-up on introductions and networking efforts of the CEO to ensure responsive stewardship, maintaining a call list and follow-up list for the CEO.
- As required, monitor and coordinate news, social media and traditional media summaries for CEO.

III. SPECIAL PROJECTS (10%):

- As required, play a role in coordinating projects associated with partnership building, networking, high-level stewardship, staff, and Board relationships as well as new initiatives and innovations as assigned by the CEO.

QUALIFICATIONS:

EDUCATION/TRAINING/CERTIFICATION:

- College diploma or Bachelor degree, or equivalent combination of education and work experience.



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.

EXPERIENCE/SKILLS/ATTRIBUTES:

- Minimum 5 years' experience providing administrative support to a senior Executive.
- Intermediate skills in Microsoft Word, Excel, PowerPoint, and advanced skills in Outlook (e-mail, contacts, and calendar.)
- Experience booking international travel.
- Experience with internet research required.
- Exceptional listener who takes direction well, working with minimal supervision.
- Enthusiasm to offer support and help without being asked, seeking out solutions to issues.
- Highly vision oriented and energized by Right To Play's mission.

LANGUAGES:

- Fluency in oral and written English required, additional languages are an asset.

WHO YOU ARE:

- Must be self-motivated, detail oriented, energetic, positive, self-confident, creative, culturally sensitive, flexible and able to maintain strict confidentiality.
- Must be comfortable with deadlines and able to work well under pressure (handling multiple demands that will be non-sequential).
- Must have strong organizational skills, the ability to maintain / build relationships, strong interpersonal skills, and strong verbal and written communication skills.
- Due to the heavy travel schedule of the CEO, the candidate must be flexible to work outside typical working hours as needed.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative global team where you have the ability to make things happen. We offer a competitive salary and benefits package including Group RRSP Plan with 3% matching contributions, gym membership, flexible work policy (e.g. work from home and flex hours) and summer/winter hours. There may be opportunities to travel internationally to visit Programs and support our global locations as part of the Office of the CEO.

Target Start Date: Immediate Opening

Contract Duration: Full-Time

HOW TO APPLY:

If you are interested in applying for this position, please send your resume and cover letter to careers@righttoplay.com and kindly include "Executive Assistant, Office of the CEO" and your name in the subject line. Please indicate your salary expectations in the cover letter.



While we thank all applicants for their interest, only those selected for interviews will be contacted. Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory police record check as a condition of employment.**

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.

