

Executive Assistant – Position Profile – Kids Brain Health (KBH+)

Kids Brain Health Network (KBHN) is a Canadian non-profit organization dedicated to improving the lives of children with neurodevelopmental disabilities. For over 15 years, KBHN has been at the forefront of pediatric brain health research, funded initially through the Networks of Centres of Excellence (NCE) and now through the Strategic Science Fund (SSF). KBHN's mission is to transform innovative research into practical solutions, ensuring scientific discoveries are implemented and made accessible to children and families who can benefit from them. By fostering partnerships and promoting the scale-up and commercialization of programs, services and supports, KBHN aims to create a significant, positive and lasting impact on children's lives and the lives of their families.

The Executive Assistant is a full-time role and reports to the Chief Executive Officer.

The KBH+ team is located across Canada, with this role located in Calgary, Alberta.

Qualifications:

- Exceptional attention to detail and strong organizational skills relating to meeting scheduling, calendar management, creation and dissemination of meeting packages and materials, drafting of correspondence and briefing notes, and maintenance of corporate files and policies.
- Demonstrated interpersonal skills with a proven ability to interact effectively and professionally with a collaborative and mission-focused team and a variety of external stakeholders.
- Demonstrated ability to work independently in the performance of day-to-day duties.
- Strong track record for exercising good judgement and prioritizing and delivering numerous responsibilities, projects and assignments, juggling sometimes competing deadlines and demands.
- Excellent writing and oral communication skills for both internal and external audiences.
- Ability to act with discretion and handle confidential material, expertly navigating challenging situations while building and maintaining positive relationships.
- Experience working in not-for-profit, academic, scientific, humanities, human services, and policy environments.
- Experience and understanding of not-for-profit governance and supporting a Board of Directors, and the materials and tasks associated with such activities.
- Proficiency in standard, technical and virtual meeting platforms (Word, Excel, PowerPoint, Adobe, Outlook, Salesforce, Zoom, MS Teams).
- Proficiency in the use of artificial intelligence platforms and tools.
- Experience in project and event management or coordination as well as lived experience or experience with the neurodevelopmental disability community would be an asset.

Core Responsibilities:

- Primary responsibility for supporting and facilitating the work of the CEO, COO, Chief Scientist, Chief Fund Development Officer, Director of Implementation and Programs (the KBH+ Leadership Team), and the KBH boards (and board and advisory committees) in a range of critical support areas, including:
 - Meeting scheduling, calendar management, creation and dissemination of meeting packages and materials, acting as the Recording Secretary for all KBH+ boards and committees, drafting meeting agendas and minutes, coordinating meetings with stakeholders, and providing timely, effective communication with KBH+ committee members, team and board members.
 - Drafting correspondence, board policy documents, and briefing notes in preparation for or as follow-up to meetings of the board, or with the CEO.
 - Tracking commitments and ensuring follow-up on action items from meetings with the CEO, other Leadership Team members, the board and board committees.
- Creating and implementing effective processes to support the work of the Chief Scientific Officer and Director, Implementation and Programs in tracking and managing Program and other Advisory Committee deliverables.
- Ensuring information in the organization's databases and shared drives are up to date and accurate, including entering and maintaining KBHN and Kids Brain Health Foundation (KBHF) Salesforce records (the organization's CRM), and ensuring financial records of gift payments are accurate.
- Coordinating and supporting the organization's reporting to governments, philanthropic funding agencies and other partner organizations.
- Participating in strategic planning and priority-setting discussions, contributing to the establishment of goals and objectives, developing action plans, identifying efficiencies, implementing improvements and monitoring progress.
- Managing corporate files, including tracking the completion and filing of all regulatory documents for the three KBH+ corporations.
- Assist in the coordination of external events such as meetings and conferences.
- Maintaining and renewing all KBHN, KBHF and KBH-IF memberships and subscriptions.

Work Environment

- Work is partially in-person and partially remote and may involve occasional travel for team meetings or other events as identified.

Salary

- Commensurate with experience.