

Executive Assistant – Fernie Office

Overview

Community Energy Association (CEA) is seeking an Executive Assistant to work directly with the Director of Strategic Initiatives, and in support of Kootenay-based CEA staff to coordinate and organize appointments, meetings, travel, schedules and support administrative duties. Your role will be to ensure the details of daily and weekly duties and schedules are coordinated and communicated. This role will require the ability to quickly grasp complex and technical concepts, distill information for briefings and meeting minute development, and to manage client communications as needed.

Our team of 28 continually inspire each other by being profoundly committed, each day, to our shared purpose and to delivering high-quality, impactful work. To continue to empower personal and organizational excellence, CEA respects and supports each staff as necessary, including work flexibility and professional development. To learn more about our policy on caring for clients, people and planet, you can read our report, [Going Beyond](#).

Our work includes developing and re-booting community energy plans, creating plans for local government operations, drafting policy for local governments, publishing research, educating local government staff and elected officials, celebrating local government achievements, assessing renewable energy opportunities, and deploying related infrastructure.

About the Position

- Compensation: \$50,000 base salary, though will be commensurate with experience (salary based on 35-hour work week)
- Employment type: Permanent salaried staff (flexible 35 hours/week)
- Location: Fernie/Elk Valley preferred
- Workplace: Shared workspace provided; flexible to work from home when not needed in person

Core duties:

- Calendar, email and other communications management
- Scheduling and prep for meetings, appointments and travel
- Understand all key dates, deliverables, commitments and timelines of the Director
- Communicating externally and internally as necessary
- Ability to relay information externally that aligns with Director's and CEA's mission and values
- Minutes and meeting report out
- Provide administrative assistance and scheduling to Kootenay-based staff (20-30% of work volume)
- Be nimble and prepared to work as a team player



Key Skills & Experience

The ideal candidate has education and work experience in the field of administration, executive assistance, or equivalent. The candidate should excel in:

- Time management; confident juggling competing deadlines and managing multiple calendars and schedules
- Ability to work independently while also collaborating with a distributed team
- Comfortable working in a fast-paced work environment
- Well organized and able to meet client goals, deliverables
- Good written and oral communication skills

To Apply

Apply to HR@Communityenergy.bc.ca by **noon Pacific time, May 23, 2022**. We thank all applicants for your interest. However, we will only contact those shortlisted for an interview. NO telephone inquiries please.

- Send a **one-page resume**, and contacts for at least 2 **references**.
- Create a short (3 minute or less) **video**, upload to YouTube and send the link along with the items above. In the video answer the following questions:
 1. Why do you want this position?
 2. Why would you be great for this position and what skills will you bring to the team?
 3. Any specific training or skill sets you have that you think would be extra valuable in this position?
 4. Why do you think an EA is important to supporting an individual and team in achieving impactful climate action?

Learn More about CEA

www.communityenergy.bc.ca
<http://acceleratekootenays.ca/>
<http://www.bcmlc.ca/>
<https://bcclimateleaders.ca/>
<https://closingtheloop.ca/>
<https://mcahub.ca/>