



Turning the Tide of HIV & AIDS in Africa
stephenlewisfoundation.org

EXECUTIVE ASSISTANT JOB POSTING

The Stephen Lewis Foundation (SLF) is a dynamic, collaborative, feminist organization with an unwavering commitment to supporting grassroots organizations across Africa in countries hardest hit by the AIDS pandemic. The work unfolding in these communities is ground breaking, as lives are rebuilt, rights are reclaimed and resilience re-forged. We are passionately committed to our partnerships and this model of working is infused into the fabric of our day-to-day work.

The Stephen Lewis Foundation partners with community-based organizations which are turning the tide of the HIV and AIDS pandemic in sub-Saharan Africa by providing care and support to women, orphaned children, grandmothers and people living with HIV and AIDS. Since 2003, the SLF has funded over 1800 initiatives, partnering with more than 325 community-based organizations

JOB SUMMARY

Executive Assistant provides administrative support to the Executive Director through the management of administrative tasks, support to projects and events, and Board relations. Tasks include schedule management, travel assistance, meeting support and follow-up, keeping clear channels of communication open with all professional relationships within and outside the organization, as well other duties as required-with a clear understanding of and strong belief in the values and mission of the Stephen Lewis Foundation.

This is a full-time position and is based in our downtown Toronto office.

Job Duties and Responsibilities

Administrative Support

- Monitor incoming communications, flagging priority items for the ED and responding to general inquiries in a timely manner.
- Monitor and maintain key files and contact information on behalf of the ED.
- Manage the ED calendar; coordinate and create meeting appointments and support ED in follow-up items from meetings in accordance with deadlines.
- Make travel arrangements and ensure that the ED has all necessary materials and documentation.
- Ensure that the ED is prepared with appropriate background materials in advance of meetings and travel.



the *Stephen Lewis*
FOUNDATION

Turning the Tide of HIV & AIDS in Africa

stephenlewisfoundation.org

- Draft and edit a variety of written materials including emails, letters, PowerPoint presentations, briefing documents, meeting agendas and summaries, and reports.
- Provide support to the ED on strategic projects, initiatives, programs and events, tracking timelines and resource requirements from the ED and following up on outstanding items as required.
- Support the ED in tracking budgets and submitting expenses.
- Attend meetings on behalf of the ED when required.
- Keep an open line of communication with the Foundation staff, ensuring appropriate information is shared with relevant parties.
- Attend Foundation events and support Foundation staff as needed.
- Other duties as assigned.

Governance Support

- In partnership with the Board Co-Chairs, the Executive Director and the Leadership Team, develop board/committee meeting schedule, agenda, and provide background materials for board deliberations.
- Support the establishment of the board meeting annual calendar.
- Support members of the board with their travel arrangements when necessary.
- Take and transcribe minutes at Board of Director and Board Committee meetings.
- Oversee all planning and logistics around board support, including regular meetings, committee meetings and correspondence.

Job Requirements

- A minimum of six years' experience in a similar position.
- Experience in the not-for-profit sector an asset.
- Experience working with a Board of Directors.
- Personal commitment to the values of feminism, solidarity, mutual respect, collaboration and social justice.
- Attention to detail and strong project management skills
- Ability to work under pressure in a busy office environment.
- Strong interpersonal skills and a desire to actively contribute to a positive, collaborative work environment.
- Ability to take initiative and problem solve in a variety of challenging situations.



the Stephen Lewis
FOUNDATION

Turning the Tide of HIV & AIDS in Africa
stephenlewisfoundation.org

- Ability to work with sensitive and confidential information.
- Excellent organizational and administrative skills.
- Strong MS Office skills, including Outlook, Excel, Word and Power Point.
- Ability to communicate with warmth, professionalism, clarity and tact via written and verbal mediums.
- Comfortable working in fast-paced work environment that requires flexibility, multi-tasking and outstanding time-management skills.
- Knowledge of Raiser 's Edge database programme an asset.
- Understanding of and appreciation for the varied geography, culture, and history present within Africa.

Reports to: Executive Director

Those wishing to apply please send your resume and cover letter to: careers@stephenlewisfoundation.org. Please note "Executive Assistant" in the email subject line.

The closing date for this position **March 18th, 2020 at midnight.**

Please *do not call or email* the Foundation about this posting. Only those selected for an interview will be contacted.

The Stephen Lewis Foundation promotes feminist and anti-oppression principles. Candidates from diverse groups are encouraged to apply.

The Stephen Lewis Foundation is an equal opportunity employer. Thank you for your interest.