



Roots of Empathy
Racines de l'empathie

Roots of Empathy is an internationally acclaimed and award-winning children's charity, founded in 1996 by Mary Gordon. The organization and its Founder have received national and international awards for innovation. There are two elements to Roots of Empathy, our empathy-based children's programs which have reached over 1 million children and our empathy movement. Roots of Empathy and our Founder have been cited in more than 1,200 scholarly articles/books in 65 countries around the world and we regularly contribute to the global discussion on empathy.

Our flagship program, Roots of Empathy, is an evidence-based program delivered in elementary schools shown to reduce aggression, including bullying, and to increase prosocial behaviours. The program's success has been proven by over 2 decades of independent research. The organization also delivers a sister program to Roots of Empathy, called Seeds of Empathy, which is delivered to young children in child care centres.

Headquartered in Toronto, Canada, the organization delivers its programs in all ten Canadian provinces and on three continents in multiple languages.

You may learn more about Roots of Empathy by visiting our website at <https://rootsofempathy.org>.

JOB DESCRIPTION

Job Title: Executive Assistant to the President/CEO
Position Status: Permanent Fulltime
Location: Toronto
Reports to: Founder/President/CEO

Brief Summary of Position:

Reporting directly to the Founder and President/CEO, the Executive Assistant provides executive, administrative, and development support to the President/CEO. The Executive Assistant serves as a primary point of contact for internal and external stakeholders on matters pertaining to the President/CEO. The Executive Assistant follows up on action items, maintains calendars, maintains files, prepares correspondence and other presentation materials, coordinates travel arrangements and acts as the main support to the President/CEO.

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Key Responsibilities of Position:

1. Support the President/CEO in her speaking engagements:
 - Provincially, nationally and internationally, including conferences, workshops, and meetings
 - Handling all logistics for travel which includes bookings, itineraries and agendas for the President/CEO's national and international trips
 - Arrange and coordinate information flow and gathering of speaking notes to the President/CEO in advance of speaking engagements and media events and networking engagements.
 - Assisting in preparing materials for presentations
 - Liaising with all key contact people
 - Compile meeting packages by conducting research on prospective partners/funders to identify and evaluate current needs.
2. Board Support and Liaison
 - Serves as the President/CEO's administrative liaison to six Boards of Directors including the Finance and Fundraising Committees
 - Manages Board activities, which include coordinating Board meetings, compiling, assembling, and distributing Board meeting materials.
 - Record/produce high-quality meeting minutes, deploy/track action items and secure the filing for the Board of Directors/Committee minutes
3. Support the President/CEO in daily writing by:
 - Being competent in typing dictation for the President/CEO (about 65 wpm)
 - Editing and compiling written material as requested
 - Gathering information for reports and summaries on a wide range of topics related to ROE business
 - Drafting and producing correspondence upon direction/on behalf of the President/CEO. This includes, but not limited to, correspondence with staff, Board of Directors, related elected official/government agencies, and other stakeholders.
 - President/CEO's social media accounts, familiarity with Twitter and LinkedIn is an asset.
4. Assists the President/CEO in Co-coordinating the smooth flow of information in the President/CEO's office by:
 - Managing the flow of documentation requiring review and authorization of the President/CEO
 - Maintaining the President/CEO's electronic and paper filing systems in accordance with ROE procedures





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- Preparing and submitting expense reports
 - Facilitating the day-to-day office management activities, office and housekeeping matters including subscriptions, ordering of office supplies, and office equipment maintenance and troubleshooting in real-time technical difficulties that may arise.
 - Ensuring the President/CEO receives all documentation and reports in advance for review in preparation for all meetings.
 - Managing a consistent bring forward system, priority setting and multi-tasking system.
5. Assists the President/CEO in other areas as needed. This would include supporting the President/CEO's role as a member of National and International Boards.

Qualifications:

- Previous administrative experience, minimum 3 years of executive level administrative support (preferably in a not-for-profit organization)
- Strong organisational skills that reflect ability to perform and prioritise multiple tasks seamlessly with excellent attention to detail.
- Good problem solving skills with the flexibility to meet demands of a fast-paced environment
- Can readily adapt to changing priorities and able to anticipate needs
- Professional and politically astute; shows enthusiasm, energy, and can respond calmly to deadlines or urgent situations
- Highly developed computer literacy skills. Experience with: MS Office, Adobe Reader, Adobe Acrobat Pro, Zoom, Cisco WebEx, Microsoft Teams, Canva
- Superior oral and written communication skills with diplomacy to communicate effectively with a broad range of people
- Ability to maintain information in confidence and exercise good judgment
- Administration style that embodies ROE's values and the ability to promote an organizational culture that is consistent with those values
- Fluency in additional languages, especially French, German, Spanish, Dutch or Portuguese is an asset
- Having worked in an Indigenous organization or community is an asset

Culture

Roots of Empathy is committed to the principles of equity, diversity, and inclusion in all aspects of our organization. We believe we are stronger when we not only celebrate our many differences, values, and voices, but also include them in practice. This means our organization will actively work to understand and remove barriers to equity and inclusion, be they systematic, physical, or otherwise for all employees including our Board of Directors.

Roots of Empathy is an equal opportunity employer and is fully compliant with the Accessibility for Ontarians with Disabilities Act (AODA).





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Compensation:

- \$55,000-\$65,000 (Salary is commensurate with qualifications and experience.)
- Vacation: 3 weeks
- Group benefits – Dental, Vision care, extended health; fully paid by ROE, no staff contribution
- Summer hours in July and August
- Winter holiday break between Christmas and New Year's Day
- Please note that in the interim, this position is a work from home model with a possibility to move to a hybrid or in-office in the future.

Schedule:

- Monday to Friday 9-5, Occasional weekend/evening work may be required

Application question(s):

- Have you worked for a President/CEO?
- Have you worked in the not-for-profit industry?
- Have you supported execs across different time zones?

Education:

- Post-Secondary education and/or Bachelor's Degree

Only applications submitted to Audrey Keates at akeates@adminalliance.ca will be considered. The deadline to submit resumes is August 10th. We would like to thank all candidates for their interest in Roots of Empathy. Candidates that meet the above requirements will be contacted for a zoom interview.

