



CP Canada supports professionals working with separating families to negotiate peaceful resolutions. Our Board is looking for an Executive Assistant who shares our vision, works remotely, and enjoys flexible hours. Read on to see why this position could be for you...

Position: Executive Assistant

Collaborative practice offers an alternative dispute resolution for couples who want to separate peacefully, respectfully, and without court. Collaborative Professionals of Canada (CPC) is the nation's only professional organization that brings together collaborative professionals from across disciplines. CPC helps advance professionals in their practices through networking, training, and professional development. By raising awareness through public education and advocacy CPC promotes and accelerates the field of collaborative practice across Canada.

CPC values Excellence, Credibility, Community and Integrity and its Executive Assistant (EA) is an indispensable key teammate in carrying our mission. Our EA is expected to carry out all aspects of the role with confidentiality, diplomacy, discretion and initiative under all circumstances.

The Executive Assistant is responsible for a broad range of administrative duties. The EA's responsibilities consist of:

- ❖ Maintaining a General Office Remotely
- ❖ Supporting the Board and CPC's membership
- ❖ Acting as contact within CPC, its Committees, with Group Members and Individual Members
- ❖ Communications
- ❖ Supporting the Financial Team to ensure Financial Accountability.

Qualifications:

EDUCATION: A combination of education and experience relevant to the position and demonstrating the required skills is necessary.

EXPERIENCE: Some experience in an administrative role, preferably in a non-profit, family law, and/or alternative / family dispute resolution environment. Experience planning and organizing remote group events/training. Experience managing multi-party calendars. Experience, easiness and effectiveness in managing contacts and work with a broad range of individuals and groups, sometimes under demanding conditions.

REQUIRED SKILLS: Strong planning and organizational skills; excellent communication skills both oral and written in English; strong editing skills; ability to analyze information and prepare documents within the parameters provided; great attention to detail. Our EA must show decisiveness and a high sense of priority given the multiple tasks and projects with competing

deadlines. Savvy in Social Media. Excellent computer skills (Word, Excel, PowerPoint, MailChimp, Zoom, Sync) and the ability to learn and adapt to new technologies are also required.

Anticipated Start Date: September 1st or earlier

Work Environment: Remote

Equipment: Computer / laptop, printer / scanner required

Commitment: Varies per month with great flexibility (approximately 40 hours per month, or approximately 480-hours per year)

Job Category/Pay Particulars: Contractual Administrative Support Position, paying in the range of \$ \$1,000.00 to \$1,200 per month

How to Apply: Please send your cover letter and resume by email only [to info@collaborativepracticecanada.ca](mailto:info@collaborativepracticecanada.ca) by **July 25, 2024**. Only candidates selected for interviews will be contacted.