



**Title: Executive Assistant, Office of the CEO**

***Full-time, permanent position***

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**THE ORGANIZATION**

The One Drop™ Foundation is an international organization created by Cirque du Soleil and Lune Rouge founder Guy Laliberté with the vision of a better world, where all have access to living conditions that allow empowerment and development. Our mission is to ensure sustainable access to safe water, sanitation and hygiene for some of the most vulnerable communities through innovative partnerships, creativity and the power of art. Together with its partners, the One Drop Foundation deploys its unique *Social Art for Behaviour Change™* approach designed to promote the adoption of water, sanitation and hygiene related behaviours and empower communities. For this to be possible, the One Drop Foundation creates novel fundraising initiatives supported by a visionary community of partners and donors. The One Drop Foundation is celebrating 14 years of turning water into action, with projects that will soon have improved the living conditions of over 2.3 million people around the world.

To learn more about the One Drop Foundation, visit [www.onedrop.org](http://www.onedrop.org). Interact with the One Drop on Facebook and Twitter @onedrop, or on Instagram @1dropwater

**THE PEOPLE**

Such an ambitious mission calls for extraordinary measures delivered by exceptional people. The decision-makers at One Drop are unstoppable. Charting paths through unfamiliar territory and inspiring everyone around them, they are constantly on the lookout for new opportunities in today's challenges. You are one of these leaders. You use your energy, passion, and determination to harness the vision, enthusiasm, and efforts of those around you to make their dreams a reality. And you get results.

**THE OPPORTUNITY**

The One Drop Foundation is a global organization with an entrepreneurial culture. We are looking for someone dynamic and results-oriented that is ready to take on challenges in a stimulating and rapidly shifting environment. One Drop offers an excellent opportunity for an executive assistant who is attracted to the non-profit sector and wishes to be a part of an extraordinary, creative, and constantly evolving international development mission.

Reporting to the CEO, you will play a key role in ensuring the office of the CEO runs efficiently and effectively. You will oversee all aspects of the CEO's agenda, make travel arrangements on his behalf, communicate with important internal and external stakeholders, and compile all necessary materials for his meetings, committees, and portfolios. You will also provide administrative support to other members of the Management Committee.

**MAIN DUTIES AND RESPONSIBILITIES**

- Manage the CEO's agenda: handle all the CEO's scheduling needs while taking complex agendas into account and assist in planning as well as scheduling meetings for Management Committee members;
- Assess and coordinate internal and external requests, in addition to following up with team



- members and various boards of directors;
- Plan and handle meeting logistics with the Management Committee for the board, as well as with the VIP Finance and Administration for the Financial Committee and the Investment Committee;
  - Establish priorities and follow up on CEO's various portfolios;
  - Prepare all the documentation required for the abovementioned meetings and draft minutes for the Finance Committee and the Investment Committee;
  - Plan weekly team meetings as well as other meetings, as needed, and draft meeting records where appropriate;
  - Assist with the drafting of correspondence (writing, editing, translating);
  - Draft, edit, proofread, and format various documents (partnership proposals, correspondence, texts, presentations, contracts, etc.);
  - When necessary, follow up on billing enquiries with the Finance Department;
  - Translate basic documents from French into English and vice versa;
  - Triage One Drop's contact email inbox and quickly coordinate with the appropriate team members;
  - Provide the management committee with administrative support;
  - Handle the receiving and sending of mail for members of the management committee;
  - Manage the filing and storing of a wide variety of documents, physical files, and digital files;
  - Update various files, contact lists, and databases;
  - Act as the SharePoint administrator;
  - Prepare expense reports for members of the management committee;
  - Book and coordinate travel for the members of the management committee as required;
  - Occasionally take on special projects, as requested by the CEO;
  - Carry out all related high-level administrative/secretarial tasks.

**QUALIFICATIONS**

<b>Education</b>	<ul style="list-style-type: none"> <li>• College-level post-secondary studies in office management, or university degree in a related field</li> </ul>
<b>Professional experience</b>	<ul style="list-style-type: none"> <li>• At least 7 to 10 years of relevant experience as an executive assistant</li> </ul>
<b>Languages &amp; technical skills</b>	<ul style="list-style-type: none"> <li>• Perfect fluency in French and English, both spoken and written</li> <li>• Advanced knowledge of the Windows environment and Office Suite: Word, Excel, PowerPoint, Outlook, and Visio</li> <li>• Mastery of video conferencing software (Teams and Zoom)</li> </ul>



	<ul style="list-style-type: none"><li>• Knowledge of Salesforce (an asset)</li></ul>
<b>Other skills</b>	<ul style="list-style-type: none"><li>• Superior writing skills in both French and English</li><li>• Methodical, diligent, independent, meticulous, professional, tactful, and discreet</li><li>• Next-level organizational and planning skills</li><li>• Ability to simultaneously manage multiple priorities and portfolios</li><li>• Ability to meet quick turnaround times in a constantly evolving environment</li><li>• Advanced communication skills</li><li>• Proactive, flexible, and capable of demonstrating leadership as well as initiative</li><li>• Keen customer service and strong interpersonal skills with a wide range of stakeholders</li><li>• Easy to reach and approachable</li></ul>
<b>Work conditions</b>	<ul style="list-style-type: none"><li>• No business travel required</li><li>• Hybrid office and remote work</li><li>• Group insurance</li><li>• Simplified retirement plan</li><li>• Competitive salary</li></ul>

To apply, please email your CV and cover letter to:

[Sandra.hector@onedrop.org](mailto:Sandra.hector@onedrop.org)

We would like to thank everyone who has applied for this position.  
Only select candidates will be contacted.

Last update: October 20, 2021