

## EXECUTIVE ASSISTANT JOB OPPORTUNITY

### 1. ABOUT AFARA

“AFARA does the math, science and economics of sustainability to build resilient and sustainable companies and economies”.

Our multidisciplinary team works with clients using an evidence-based approach to solve complex problems, make better decisions, convert those decisions to actions, and deliver sustainable outcomes. In sectors ranging from oil and gas, “big-tech”, consumer packaged goods, financial services to the public sector, AFARA’s international track record is hallmarked by an objective and thoughtful assessment of our clients’ needs in sustainability. Our breadth of expertise is matched by our relentless focus on helping our clients make impactful, implementable improvements that stand the test of time.

We are a firm deeply rooted in our values: we guard our client confidences, express the truth as we see it, only engage if we can create value, lead with empathy and care equally about every team member.

### 2. THE EXECUTIVE ASSISTANT ROLE

The Executive Assistant will support the President of a fast-growing sustainability consulting company. Your role will be diverse as you proactively manage travel and meeting schedules, prioritize the President’s efforts, support business development efforts, monitor and follow up with correspondence, and provide personal administrative support. The role will evolve based on your skills to include broader duties such as new team member onboarding, benefits administration, event organizing, and social media engagement. This full-time role starts as soon as possible.

AFARA is a small and entrepreneurial consulting firm where ambitious professionals get exposure to a wide variety of tasks. This description of duties and responsibilities is intended to show the kind of tasks required of the position. The Executive Assistant will:

- Support the President’s day-to-day activities to ensure he is maximizing his effectiveness.
- Manage the President’s calendar.
- Coordinate travel for the President and other AFARA staff.
- Set up internal and external meetings.
- Take meeting minutes and ensure action items are delivered on time.
- Track business development efforts.
- Monitor and respond to email.
- Support the team in preparing reports and presentations for clients.
- Proactively arrange media and other public activities to increase the President’s public visibility.
- Coordinate personal errands for the President.
- Other duties as assigned.

### 3. QUALIFICATIONS

The ideal candidate will have the following qualifications and competencies:

- A post-secondary degree or diploma.
- Passion for environmental sustainability.
- Known for being organized, punctual and proactive.
- Comfortable with managing multiple deliverables and deadlines.
- Interested in evolving the role as the Company grows.
- Entrepreneurial, open-minded, and interested in working in a small company environment.
- Experience working independently and unsupervised based on agreed deadlines.
- Excellent English communication skills. Experience with report editing and slide development would be an asset.
- Interested in building friendly and collaborative ongoing professional relationships with the President and AFARA colleagues.
- Excellent interpersonal, time management, scheduling and organizational skills.
- Comfortable supporting the President with professional and personal administrative requests.

### 4. AFARA RUNS ON DIVERSITY

AFARA hires based on merit. We offer an inclusive environment where every individual is welcome and encouraged to contribute to achieving AFARA's goals in an environment where all people are respected, where their differences are embraced, and where everyone has access to the same opportunities.

We are committed to the principle of equity in employment. We welcome diversity and encourage applications from all sexes, genders, persons who are fully abled, differently abled and/or with disabilities, members of all minorities including, but not limited to BIPOC individuals.

### 5. WORKING AT AFARA

- Location: AFARA has offices in Toronto, ON and Calgary, AB. This role is ideally based in the Toronto office at 1 University Avenue, with the opportunity to work remotely up to 3 days per week.
- This role is ideally based in Toronto and/or the Greater Toronto Area (GTA), but other flexible arrangements may be considered based on individual circumstances - including being located in Calgary, remote work with monthly in-person office visits etc.
- Values: AFARA's five founding values guide everything we do. At AFARA we engage only when we can create value, we express the truth as we see it, we lead with empathy, we care equally about every team member, and we guard our client's confidence.

To learn more about AFARA visit <https://www.afara.com/about> and <https://www.linkedin.com/company/afara>.

### 6. GET THE JOB

To apply please send a resume and covering letter as a PDF to [hello@afara.com](mailto:hello@afara.com). Please keep the CV and covering letter to under 3 pages combined. Please use the words "Executive Assistant - your name" in the title of your email e.g., "Executive Assistant - Taylor Doe".

We will be accepting applications until a candidate is selected. We promise to respond to every single applicant regardless of if you are selected for an interview or not selected for an interview.

To learn more about AFARA check [www.afara.com](http://www.afara.com) and <https://www.linkedin.com/company/afara>.