

## Executive Assistant to the CEO and Board liaison

### Reports to

Chief Executive Officer

Work location-Canada, remote

### Position Summary

The executive assistant to the CEO and Board Liaison is a high trust strategic support role responsible for maximizing the effectiveness of the CEO while ensuring professional, consistent, and well governed support to the Board of Directors.

This role operates at the intersection of executive operations and governance providing seamless coordination of Board activities, strengthening organizational discipline, and enabling informed decision making.

This position with NNAS would be best suited to an individual with an interest and understanding of the regulatory environment, especially in the healthcare / nursing space.

### Key Responsibilities

Executive support to the CEO ≈60%

- Manage CEO calendar with a focus on strategic prioritization.
- Coordinate CEO travel.
- Coordinate internal and external meetings including senior stakeholders and partners.
- Participate in NNAS team meetings, contribute to deliverables, action items, etc.
- Manage the CEO's e-mail and daily correspondence within guidelines set by the CEO.
- Draft correspondence and other documents for the CEO.
- Manage the “office” including mail and package delivery.
- In collaboration with the Information Technology team, create and monitor a filing system that meets the organization's needs and security standards.
- Support other team members as required including participating on committees and special projects, preparing documents, reports, spreadsheets, presentations databases, proof-reading materials and conducting research.
- Work cooperatively across departments to coordinate activities and support effective teamwork.
- Prepare briefing materials, agendas, and background notes for meetings.
- Track CEO commitments, follow ups and key deliverables.
- Support development of reports, presentations and correspondence.
- Anticipate needs and proactively remove administrative and operational friction.



Board and committee coordination ≈30%

- Plan and coordinate all board and committee meetings (scheduling, accommodations, organization, and logistics).
- Attend board meetings and record minutes.
- Organize and maintain all meeting platforms (MS teams, Zoom, PowerPoint, external presentations).
- Ensure follow up deadlines are met.
- Conduct research and assist in the preparation of briefing notes and other materials to support the CEO and the board.
- Plan and coordinate special events.
- Act as the point of contact and support for team members contributing to board packages.
- Develop and distribute board packages in a timely, consistent, and professional format.
- Maintain annual board and committee calendars.
- Organize and maintain the board communication platform and provide board orientation as needed.
- Serve as primary administrative liaison between management and the board.

Governance and corporate record support ≈10%

- Draft board and committee meeting minutes for review by the CEO.
- Maintain accurate and organized corporate records including:
  - Board minutes and resolutions, committee documentation
  - Governance policies and key documents
- Track board director terms renewals and onboarding activities.
- Support annual processes (conflict of interest declarations, Board evaluations, etc.)
- Assist in the coordination of the annual general meeting.

Other duties and responsibilities as assigned.

**Qualifications and experience**

- 5 plus years supporting senior executives and/or boards of directors.
- Experience with nonprofit regulatory or governance environments is an asset.
- Strong understanding of board governance practices and confidentiality requirements.
- Demonstrated ability to manage competing priorities with discretion and sound judgment.
- Advanced organizational and coordination skills.
- Excellent computer skills including:



- MS office
- calendar management
- project management (Monday)
- research programs
- online meeting software (Owl)
- Experience with document production and proof-reading.
- Strong interpersonal skills to foster positive working relationships with all team members and partners.
- Strong clear and concise English communication skills (verbal and written). A good understanding of French (Read/Write/Speak) would be an asset.
- Excellent time management, problem solving, organization and multitasking skills to manage competing activities deadlines often while working under pressure.
- Must be able to provide a Home Office with a reliable, secure, high speed Internet connection.
- Proven ability to self-manage and work independently in a virtual office environment.
- Must be legally entitled to work in Canada.
- Must be willing and able to work within flexible hours when required.
- Must be willing to travel a minimum of six times per year to support board and staff meetings.

### **Skills and competencies**

- Judgment and discretion - handle sensitive information with professionalism and confidentiality.
- Organizational excellence - exceptional attention to detail and follow through.
- Communication - strong written and verbal communication skills, represents the organization in a professional manner.
- Proactivity - anticipates needs and acts without waiting for direction.
- Political acumen - understands nuance and board and stakeholder environments.
- Adaptability - thrives in a dynamic evolving organization.
- Confidentiality - this role routinely handles sensitive organizational and governance information and is expected to maintain the highest level of discretion and professionalism.
- Collaboration - effective and respectful teamwork with external and internal partners.

### **Key working relationships**

- CEO (primary)
- Board Chair, Committee Chairs, and board directors
- NNAS team and external partners



## What We Bring

- A fully remote work opportunity, supporting flexibility and location independence. NNAS is fully virtual, with employees working across Canada. NNAS operates in the eastern time zone.
- Starting annual salary range of \$57,500 - \$69,958, based on experience and qualifications.
- Three weeks of paid vacation annually, plus personal days.
- A comprehensive benefits package.
- RRSP matching.
- Education opportunities to support your professional and personal development.
- Office closure around the December holidays to allow for rest and recharge during the winter season.
- A flexible work environment that promotes a healthy work/life balance.

## Who We Are

### *About National Nursing Assessment Service*

The National Nursing Assessment Service (NNAS) is a Canadian not-for-profit organization that provides credentialing services to assess Internationally Educated Nurses' (IENs) education and professional experience to inform the licensing decisions made by provincial nursing regulatory bodies. With over 10 years of experience, NNAS is a trusted, reliable guide for IENs, nursing regulatory bodies, governments, and other stakeholders we work with.

**Our Mission:** NNAS provides IENs with a single-entry point to begin the process of becoming licensed as a nurse in Canada.

**Our Vision:** NNAS represents the highest standard of excellence for authenticating credentials and reviewing international nursing education while providing the highest quality of service.

**Our Values:** Service Focused; Transparent; Proactive and Innovative; Equity, Diversity and Inclusion; Collaboration and Accountability.

We are committed to the principles of accessibility, equity, and inclusion. We encourage applications from all qualified individuals. Accommodations are available for applicants during the recruitment process and throughout employment, upon request. Please contact Human Resources at [hr@nnas.ca](mailto:hr@nnas.ca) to request accommodation or for more information.

**To submit your application, please email [hr@nnas.ca](mailto:hr@nnas.ca) directly.**

AI is not being used to screen, assess, or select applicants.

