WE'RE HIRING
KOJO INSTITUTE

Position: Executive Assistant

Hours: 35 hours/week
Location: Remote; occasional in-person client/team meetings (Toronto-based)

Overview

KOJO Institute is a leader in equity consulting, directing organizations beyond “diversity quotas” and buzzwords towards truly equitable cultures and outcomes. We have guided dozens of organizations and institutions, both in the public and private sectors, towards social justice and systems change.

KOJO Institute’s executive assistant is an experienced individual who provides administrative support primarily to the Principal Consultant, as well as to senior team members. As a liaison, they are a crucial point of contact between the senior team members, and KOJO Associates, clients, collaborators, and the inquiring public.
Responsibilities

- Provide sophisticated calendar management for Principal Consultant. Prioritize inquiries and requests while troubleshooting conflicts; make judgements and recommendations to ensure smooth day-to-day engagements.
- Complete a wide variety of administrative tasks that facilitate the Principal Consultant’s ability to lead the organization, including but not limited to:
  - Assisting with the coordination of special projects
  - Preparing service contracts and inward facing reports and presentations
  - Collecting and preparing information for meetings with staff and outside parties
  - Composing and preparing correspondence
  - Updating and Maintaining contact lists
  - Arranging travel, accommodation, and itineraries
  - Completing expense and mileage reports
- Serve as the primary point of contact for internal and external constituencies on all Principal Consultant matters, including those of a highly confidential or critical nature.
- Prioritize and determine the appropriate course of action, referral, or response to inquiries or requests, exercising judgement to reflect the Principal Consultant’s style and organization policy.
- Maintain open communications with members of the KOJO Senior Team including meeting regularly and providing information and documents as needed.
- Manage all aspects of the organization’s office services and technical needs. This includes (but is not limited to):
  - Evaluating and assisting in developing office policies and procedures for improved workflow and anticipate future needs as the organization grows.
  - Assisting in selecting vendors and purchasing equipment, services, and supplies necessary for the operation of the organization.
  - Preparing budget recommendations.
- Prepare and manage client invoices, tax receipts, and essential bookkeeping to support Principal Consultant’s reimbursements and reconciliation filings.
- Aggregate and manage all media mentions, recordings, print clippings, and images, working with the communications lead to ensure they are archived securely and published on the corporate website.
- Complete other projects/duties as assigned for the overall benefit of the organization.
Fundamental Knowledge, Skills, and Abilities

The ideal candidate must be:
- An innovative and critical thinker with a keen eye for details
- Discerning in the evaluation of incoming enquiries
- Able to perform low-level online market research and fact-finding to support initiatives
- Highly organized, detail-oriented, punctual, and reliable with strong follow-through on tasks
- Able to take initiative and anticipate/manage issues as they arise

Qualifications

- Grade 12 education; a university degree/college diploma in business or office administration is an asset
- Over 3+ years of progressive experience in mid to senior-level office management or office administration
- Experience and sensitivity in dealing with members of different cultural and racial backgrounds, including visible and non-visible dimensions of diversity.
- Comfortable working with invoices and financial documentation and performing low-level reconciliations with support from the corporation’s Accountant; familiarity with QuickBooks an asset
- Experience and comfort in working with organizational leadership, executives, or senior stakeholders
- Superior written and spoken communication skills are required. Presentation skills an asset
- Well-developed interpersonal and relationship-building skills and ability to establish rapport with clients and team members
- Demonstrated ability to prioritize multiple demands in a fast-paced and dynamic environment
- Technological proficiency with productivity software is required. Software includes Google Suite, Microsoft 365 products, Zoom (and similar platforms), word processing, project management, spreadsheets, databases and presentation software

Interested applicants should visit kojoinstitute.com/jobs to complete the application form and submit a resume no later than Friday, March 26th, 2021.
We appreciate the interest of all applicants but will only be contacting those candidates who we will be interviewing. We will only be interviewing those candidates whose skills, experience, and qualifications best meet the requirements of the position.

KOJO Institute is committed to equity in employment. We are committed to equitable hiring practices that allow us to hire qualified staff, inclusive of historically marginalized people. We will make any reasonable accommodation, based on any of the human rights protected grounds, to support candidates to participate in the hiring process.

When contacted, candidates will be provided with an overview of the various elements of the selection process such as tests or skills demonstrations. For interviewing, we will provide accommodations (i.e., rescheduling of interviews that fall on religious holy days) if we are advised of an applicant’s needs in advance of any part of the selection process.