

Flourish with Carya



Senior Executive Assistant

ABOUT THE ROLE

Primary Location: Central Commons, 800-1000 7 Ave SW

Full Time Regular: 37.5 hours per week **Salary:** \$59,999 - \$77,000

The primary role of the Senior Executive Assistant is to provide senior-level administrative support to the CEO and the Board of Directors. This individual works closely with the CEO and the Board to proactively support the strategic and operational management of Carya, bringing an innovative, collaborative, and solutions-focused approach to the role. In addition, the Senior Executive Assistant provides leadership and supervision to the administrative team across the agency, ensuring consistency, efficiency, and the delivery of exceptional support and service.

WHO YOU ARE

- You approach executive support with calm professionalism, handling schedules, details, and confidential information with ease and reliability.
- You're a natural organizer who brings clarity to complex meetings and governance work, ensuring leaders have what they need to make informed decisions.
- You foster a collaborative, supportive environment, guiding teams with fairness, encouraging connection, and showing up as a steady, positive presence.

WHAT YOU WILL DO

CEO & Executive Support

- Provide confidential, professional support to the CEO, including calendar management, travel, and weekly briefings.
- Organize CEO and executive meetings, including agendas, documentation, minutes, and follow-ups.
- Coordinate agency-wide communications, events, and meetings, including Town Halls and focus groups.
- Maintain official agency documents, records, and executive technology platforms (e.g., SharePoint).

Board of Directors Support

- Coordinate Board and committee meetings, including materials, minutes, quorum confirmation, and logistics.
- Maintain and distribute Board resources: notices, online channels, governance documents, and Director contact lists.
- Manage agency membership records and mailings accurately and efficiently.
- Oversee venue, hospitality, and logistics for all Board events, including the AGM.

Carya Culture, Engagement & Brand Representation

- Promote strength-based, collaborative practices and continuous learning to enhance organizational effectiveness.
- Facilitate networking, partnerships, and integrated solutions across teams.
- Create opportunities for collective knowledge sharing and maximizing organizational impact.
- Represent Carya professionally in all events, presentations, and external engagements.

Administrative Supervision

- Supervise and schedule administrative assistants across locations, ensuring consistent, high-quality work.



Flourish with Carya



- Provide regular oversight, guidance, consultation, and performance management to direct reports.
- Develop and maintain administrative guidelines, templates, and procedures, and serve as the liaison with property management.
- Support financial processes, including credit card reconciliations, invoice approvals, and vendor coordination.

WHAT YOU BRING

- Post secondary diploma or degree in relevant field or equivalent experience.
- Minimum of 5 years of proven experience as a dedicated Executive Assistant supporting one or more executive leaders, or equivalent transferable skills and experience.
- Previous supervisory experience is preferred.
- Experience supporting senior executives in a fast-paced environment, preferably within healthcare or a non-profit organization.
- Governance and Board experience is an asset.
- Detail-oriented and able to act with discretion and maintain confidentiality, while effectively collaborating on a wide variety of tasks within a multidisciplinary environment.
- Effective presentation and facilitation skills, along with strong communication and interpersonal abilities
- A positive attitude, coupled with the ability to balance a dedication to quality service is essential.
- Exceptional team orientation and collaboration skills.
- Excellent oral and written communication skills.
- Expertise in Microsoft 365 with a focus on SharePoint, Word, Teams, and Outlook.
- Ability to effectively manage and prioritize your emails and calendar.
- Valid driver's license, vehicle, and insurance are required.

WHY JOIN TEAM CARYA

Be part of a community of over 100 passionate professionals who live our values of Respect, Kindness, Creativity, Collaboration, Belonging, and Wellness. Together, we make a difference in the lives of more than 40,000 Calgarians every year.

At Carya, we offer:

- **Exceptional work-life balance.** We empower our team to thrive by valuing rest and renewal. Enjoy ample time off, including three (3) weeks paid vacation pro-rated to start date, personal days, and office closure days, so you can bring your best self to work and beyond.
- **Comprehensive benefits.** We invest in your wellbeing and future. With employer-paid extended health coverage, co-pay dental, an annual health spending account, and an RRSP matching program, you're supported to stay healthy, focused, and confident.
- **Flexibility and support.** We prioritize the growth and development of our team. Our collaborative environment encourages learning, skill-building, and taking initiative, empowering you to make a meaningful impact every day.
- **A culture of belonging.** We value your unique strengths and perspectives. By celebrating diversity and fostering inclusion, we create a workplace where everyone can contribute fully and feel empowered to succeed.

CLOSING DATE

Until a suitable candidate is found.

HOW TO APPLY

Please apply through our online recruitment platform at www.caryacalgary.ca. Create an account to upload your resume and cover letter (PDF preferred). Please note that applications submitted without a cover letter



800-1000 7 Avenue S.W., Calgary, AB, T2P 5L5
CaryaCalgary.ca

Flourish with Carya



will not be considered. We appreciate all expressions of interest, however only candidates selected for an interview will be contacted.

Equal Employment Opportunities, Requesting an Accommodation, and Other Employment Statements

Carya is deeply committed to building a workplace where inclusion is not only valued but prioritized. We are proud to be an equal-opportunity employer, seeking to create a welcoming and diverse environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, family status, marital status, sexual orientation, national origin, genetics, neurodiversity, disability, age, or veteran status, or any other non-merit based or legally protected grounds.

Carya is committed to providing reasonable accommodations to qualified individuals with disabilities in the employment application process. To request an accommodation, please contact People & Culture by email at HR@caryacalgary.ca in advance of your interview.

The successful candidate must satisfactorily complete a Police Information Check. Carya will provide a digital voucher for the successful candidate within city limits or reimburse the cost for those living outside city limits.

