

POSITION:

DEPARTMENT: Executive Assistant, Board(s) of Directors - (Hockey Canada / HCF)

REPORTS TO:

LOCATION: Remote - Opportunity for Hybrid (TO/Calgary)

STATUS: Permanent, Full-time

APPLICATION DEADLINE:

ABOUT THE ROLE

The Executive Assistant (EA) provides high-level administrative, governance, and high-trust relationship management support to the Board of Directors (Hockey Canada and Hockey Canada Foundation), the CEO, General Counsel & Corporate Secretary and Governance Advisor. The EA ensures smooth and compliant Board operations, facilitates communication, and supports smooth operation of governance processes and safeguards the flow of information. The position demands professionalism, discretion, strong organizational skills, and the ability to thrive in a fast-paced, governance-driven environment that is national in scope and includes global travel.

HOW YOU WILL CONTRIBUTE TO THE OVERALL MISSION OF HOCKEY CANADA

Board and Governance Support

- Serve as primary administrative support to the Board(s) of Directors
- Under the direction of the Governance Advisor, ensure Board and committee processes align with good governance practices, including timely distribution of meeting materials as outlined in governing documents
- Demonstrated understanding of Board and committee meeting protocols, including awareness of when formal motions, resolutions, or votes are required, and the ability to facilitate the process in coordination with the Governance Advisor or Corporate Secretary
- Prepare agendas, compile meeting packages, and ensure proper documentation for Board and committee meetings
- Attend and record accurate minutes for Board, committee, and other governance-related meetings; track decision and action items ensuring follow-through and reporting on status
- Familiarity with governance terminology and procedures, with the ability to support Chairs and staff resources in applying correct processes while respecting role boundaries
- Maintain official governance records, including articles of incorporation, managing Board correspondence and documents (eg meeting minutes), and compliance documents
- Ensure accurate and sufficient documentation exists to meet legal requirements and enable governance transparency
- Provide administrative support for Board recruitment, onboarding, annual work plans, and evaluations

Executive Support to Leadership

- Provide confidential administrative support to the President/CEO, Board Chair, Foundation Executive Director and senior leaders connected to committees, work groups, and task teams

- Assist with planning, agenda development, and materials preparation for meetings involving the CEO and Board Chair
- Assist the CFO in the coordination of the Board annual operating budget and identify any variances with spending
- Coordinate reporting processes from committees and work groups

EXPERIENCE YOU'LL NEED

- Post-secondary education in business administration, governance, or a related field preferred; governance certification an asset
- Strong understanding of governance principles, Board operations, and compliance requirements
- 5 years experience as an Executive Assistant supporting Executive and Board of Directors, governance coordinator, or similar senior administrative role, preferably in a non-profit environment
- Comfortable in a fast-paced, evolving environment with shifting priorities and experience with managing within both national and global time-zones
- Experience preparing and managing formal governance documentation
- Comfort with document management and workflow systems
- Exceptional organizational and time management skills; ability to balance conflicting priorities to manage workflow, ensure the completion of essential projects and meet deadlines
- Demonstrated high level of proficiency in board portal platform (e.g., Boardable) and virtual meeting technologies, Microsoft Programs, Outlook, and ability to quickly adapt to new technology and easily acquire new technical skills
- Bilingualism (English/French) is an asset
- Satisfactory Criminal Record Check including Vulnerable Sector Verification
- Work Staggered hours, evenings, and weekends as necessary
- Some travel to Board meetings and Congresses (approximately 15 days per year)

WHAT YOU RECEIVE IN RETURN

- Ability to focus on your health with a comprehensive extended health and benefits program for employees and their eligible dependents effective on their first day with us - there is no waiting period. Our plan also includes access to 24/7 virtual care from anywhere in Canada and access to our Employee Assistance Program (EAP) to support mental, physical, and financial health. These services are confidential and at no cost to our employees.
- Time to recharge with paid holidays, vacation, wellness, and cultural observance days.
- Our employer-matched RSP contribution plan supports long-term financial well-being by matching employee contributions up to a maximum of 5%, with an additional percentage added based on years of service, rewarding long-term commitment and helping employees build a stronger financial future.
- Hockey Canada recognizes the value of flexibility in work locations and schedules to help our employees balance work life priorities. Remote and hybrid work schedules are available for many of our roles.
- Our annual \$350 wellness spending account reflects our commitment to employee well-being, providing support for an active lifestyle by covering expenses related to fitness, health and overall wellness empowering our team to prioritize their physical and mental well-being.
- The salary band for this position starts at \$ **68,360** per year.

At Hockey Canada we are an equal opportunity employer and value diversity within our organization.

** Strong preference for bilingualism or, in the absence of same, open to working towards gained proficiency.*

***A Satisfactory Criminal Record Check, Social Media Screening, and Disclosure Form is required of all Hockey Canada Employees and Volunteers. Some positions may also require Vulnerable Sector Verification. ***

For additional information on the position, please reach out to careers@hockeycanada.ca

DRAFTED EMAIL

Hockey Canada is currently recruiting for the following position and will be accepting resumes:
<https://www.hockeycanada.ca/en-ca/corporate/careers>

- Executive Assistant, Board(s) of Directors - (Hockey Canada / HCF)

If you have any questions, please let me know.

Hockey Canada sollicite actuellement des candidatures pour pourvoir aux postes suivants et acceptera les curriculum vitæ : (<https://www.hockeycanada.ca/fr-ca/corporate/careers>)

- Adjoint·e administratif·ve, conseils d'administration — (Hockey Canada / Fondation Hockey Canada)

Pour toute question, n'hésitez pas à communiquer avec moi.