



Alliance Française

Vancouver

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Executive Assistant

Position available immediately

On any given day of the week, you will find men, women and children, recent newcomers and long-time Vancouverites at the Alliance Française Vancouver (AFV). As a Canadian registered charitable organization, we embrace our mission to promote Francophonie, French language and cultural diversity.

Founded in 1904 in Vancouver, we are the third largest Alliance Française in North America after New York and Toronto and part of an international network of more than 800 centres in 132 countries. We are preparing to move into a [new purpose-built facility](#) which will allow us to continue providing high-quality education and contemporary cultural programming, inside a beautiful structure, accessible and welcoming to all.

Objective: The Executive Assistant will provide general support to the Executive Director (ED) of AFV. The duties include helping coordinate meetings and calendars, compiling data to prepare papers or presentations, and generally acting as a representative for the ED.

Outline: Reporting to, and working in close collaboration with the ED, the Executive Assistant is expected to maintain a high degree of confidentiality while maintaining the calendar, professional correspondence, and time of the ED. The Executive Assistant represents the ED to external partners including consultants, suppliers, board members, volunteers, colleagues, and the media. The Executive Assistant can also expect to perform such tasks as answering incoming calls, maintaining electronic and paper records, as well as participating to meetings, recording, and distributing meeting minutes. The Executive Assistant will also provide support to the Fund Development committee. This role requires the incumbent have passion for French and francophone cultures, an entrepreneurial spirit, willingness to engage with both partners and colleagues and always pay attention to details.

Necessary skills/qualifications:

- Equivalent of three years of progressively responsible Executive Assistant experience in performing job functions related to this description;
- Bachelor's degree or equivalent work experience required;
- Excellent skills in verbal and written communication in English, and ideally in both official languages, communication with tact, discretion, and sense of collaboration and consensus building;
- Role requires excellent time management, organizational, communication, problem-solving, and interpersonal skills;
- Excellent technical skills including high proficiency in Microsoft Office Suite;
- Ability to handle projects under time and resource pressure;
- Management experience in an entrepreneurial, collaborative culture where results depend on teamwork with staff and volunteers;
- Self-starter with the ability to prioritize among competing goals and initiate process improvements; and
- Ability to communicate effectively and respectfully with people of diverse lifestyles, backgrounds, ethnic and cultural groups.

The position will require availability for occasional evening and weekend work and offers a flexible work environment. The Alliance Française is an equal opportunities employer offering a multicultural working environment.

Salary range: \$55,000 to \$60,000 + benefit package and end-of-year bonus (based on experience).

If you are motivated by the prospect of joining a dynamic team within a nurturing and forward-thinking community, we want to hear from you. For more information, please visit <https://www.alliancefrancaise.ca>

Please send your resume and cover letter to Damien Hubert: dhubert@alliancefrancaise.ca
Only successful candidate will be contacted for interview.