

HOLLYHOCK

Position: Executive Assistant

Reports to: CEO

Hours and Location: Part-time, permanent position - Cortes Island, British Columbia.

Remote / hybrid may be considered.

Starting Wage: \$27/hr CAD, (plus full health benefits after 90 day probationary period)

Hours: 15-20 hours per week. Occasional evening and weekend work required.

ABOUT US

Community, connection and impact are the foundation of Hollyhock, through each uniquely curated gathering or program. Our vision is a living and loving planet for all, we nurture inspired leadership through collective and immersive experiences, through renewing people's connections to themselves, one another, and the natural world.

At Hollyhock, staff really care about each other. Season after season, staff consistently report that one of the best things about their work is the relationships they build with their colleagues.

We believe that our staff must reflect the diversity of the communities we serve. We strongly encourage applicants of all genders, ethnic and cultural backgrounds, sexual orientations, abilities, and with a range of life experiences to apply. Please feel free to state any aspects of your identity that may contribute to diversity in our workforce in your cover letter, so we can prioritize your application.

ABOUT THE ROLE

The Executive Assistant (EA) provides high-level administrative support to the CEO and the Board of Directors. This role ensures smooth daily operations, proactive calendar and communication management, and effective coordination of governance processes. The EA acts as a trusted partner to the CEO and Board leadership, maintaining confidentiality, anticipating needs, and enabling leadership to focus on strategic priorities.

RESPONSIBILITIES

1. Executive Support

- Manage CEO's email inbox, communications, and priorities; draft and respond to correspondence.
- Daily check-ins with the CEO to assess highest priorities and assist with operationalization

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- Proactively manage and coordinate the CEO's calendar, meetings, travel, and appointments.
- Monitor and follow up on action items for the CEO and ensure timely completion.
- Assist with special projects and operationalization of CEO's vision
- Handle sensitive and confidential information with discretion.
- Act as an on-campus deputy (as instructed / empowered by the CEO) when the CEO is off island.

2. Board and Committee Support

- Attend Board meetings and committee meetings (requires a weekend meeting roughly once per quarter).
- Support scheduling, agenda preparation, and minutes for the Board and its Committees (ExCom, Finance, Fundraising, Governance, Nominations, etc.).
- Coordinate logistics for Board and Committee meetings, including Boardable and Google docs management, Zoom setup, and circulation of materials.
- Track Board member engagement, RSVPs, and follow-ups on pending items.
- Maintain Board records, minute books (through Legal Counsel), and compliance documentation (including DocuSign, Google Drive, and coordination with external counsel).

3. Communications & Liaison

- Communicate and coordinate with senior leadership, Board of Directors, committee chairs, and advisors to ensure effective communication and alignment.
- Draft professional communications, announcements, and updates for internal and external audiences.

4. Administrative & Operational Tasks

- Manage document flow: download, organize, and archive documents (e.g. from DocuSign, Norton Rose, Google Drive, etc.).
- Support preparation and submission of expense reports for the CEO and leadership team.
- Support special projects (e.g., CEO recruitment, strategic planning, fundraising initiatives, regulatory filings, and contract execution).
- Manage scheduling logistics across multiple time zones for staff, committees, and external partners.
- Support with compliance-related documentation (liquor license applications, signatory forms, government filings, etc.).

5. Meeting & Event Support

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- Schedule recurring meetings (weekly check-ins, committee meetings, All Staff, external stakeholder calls).
 - Coordinate with hosts, prepare Zoom links, manage Doodle polls, and confirm attendance.
 - Support preparation of presentations, reports, and background materials.
 - Track follow-up items and ensure accountability after meetings.
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QUALIFICATIONS

Required

- Excellent organizational and project management skills, with attention to detail.
- Excellent written and verbal communication skills.
- Proficiency with online software, apps and tools such as Google Workspace, Slack, Zoom, DocuSign, and Boardable.
- Ability to prioritize and manage multiple deadlines across stakeholders.
- High degree of professionalism and discretion when handling confidential information.
- Ability to work independently and take initiative
- Capacity to hold a high level of confidentiality and trust

Preferred

- Minimum 5 years' experience as an Executive Assistant, preferably supporting C-level executives and Boards.
 - Experience in nonprofit or mission-driven organizations.
 - Familiarity with governance best practices and Board support.
 - Ability to anticipate executive and Board needs proactively.
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WORKING CONDITIONS

- This work involves sitting at a computer for long periods at time.
- Varied work schedule including some weekends, evenings and statutory holidays.
- Accommodation is not provided.

Compensation & Benefits

- Health benefits after 3 months probationary period
- Discounts on all of Hollyhock services and meals

APPLY

Please apply using the online form at hollyhock.ca/jobs
Or email your cover letter and resume directly to Jodi - jodi@hollyhock.ca

This position is open until it is filled. Please get your application in as soon as possible.
Only short-listed candidates will be contacted.