



4 Directions of Conservation Consulting Services

Job Posting

Job Details

Title: Executive Administrative Assistant

Type: Full Time Employment

Location: Barrie, Peterborough, and/or Hiawatha, Ontario (Hybrid, Remote)

About Us

4 Directions of Conservation Consulting Services is a 100% Indigenous-owned and operated firm specializing in conservation ecology, biology, and community planning. We offer a range of services, including project management, feasibility studies, community engagement, and peer review, tailored to support environmental assessments, land development, and capacity development projects. Our expertise serves municipalities, nonprofits, organizations, governments, and Indigenous communities, bridging the gap between science and Indigenous perspectives. We are committed to translating science into practical solutions for Indigenous communities and fostering trust-based relationships with governments, corporations, and stakeholders.

Job Description

As an Executive Administrative Assistant, you will be responsible for overseeing day-to-day administrative tasks with a strong focus on organization and attention to detail. Beyond traditional administrative duties, this role will provide essential support to the 4 Directions executive team, which includes the Chief Executive Officer (CEO) and Vice Presidents (VPs) of the Environment and Relationships teams. You will closely collaborate with our Operations Manager and Director of Relationships to ensure smooth operations and effective communication within the organization. Although centered in Barrie, our work spans much of Southern Ontario and offers opportunities to both travel and work from home. As such, a willingness and ability to travel is considered essential. That being said, you can mainly expect to work from your home office.

Responsibilities

- Monitoring and organization of administrative business emails, including the CEO's inbox.
- Overseeing company-wide calendar in partnership with the Operations Manager, including coordinating and managing complex schedules for the CEO and executive team.
- Scheduling meetings and replying to emails on behalf of the CEO and administrative team.
- Tracking, organizing, and maintaining administrative files on the company's SharePoint system.
- Planning and arranging domestic and international travel for the executive and technical teams, including flights, accommodations, transportation, and reservations.





- Advise the CEO on administrative issues or risks.
- Create and implement templates for various uses throughout the company.
- Accurately record meeting minutes.
- Create internal documents, presentations, and communications.
- Develop and implement processes to increase productivity, QAQC, and billability across the office.
- Support human resources-related matters such as recruitment, hiring, and onboarding.
- Ability to anticipate needs and make decisions independently.
- Other tasks as required

Qualifications

- Preferred bachelor's degree in office management, business administration, or equivalent or relevant work experience
- 5+ years' experience in office administration office management, or executive assistance
- Strong organizational skills and attention to detail.
- Proficiency in office software (MS365 suite).
- Excellent written and verbal communication skills.
- Ability to handle confidential information with discretion.
- A reliable vehicle, valid driver's license, and the ability to travel
- Cultural Awareness training is considered an asset
- The First Nation Principles of OCAP Training is considered an asset

What We Offer

- A hybrid work environment that allows employees to work in various environments efficiently.
- Opportunities to support personal growth through internal and external training, workshops, and conferences.
- An Indigenous-led, collaborative and supportive workplace.
- All meals, mileage and accommodation will be covered when travelling on behalf of the company
- Annual Salary: \$60,000 - \$80,000

How To Apply

4 Directions is an equal opportunity employer. We embrace diversity and are committed to creating an inclusive workplace. We openly welcome and invite applications from all qualified persons. In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and 4 Directions Policies, accommodation will be provided at any point throughout the hiring process, provided the candidate makes their accommodation needs known to 4 Directions.

If you are interested in joining our team, please submit your resume and cover letter (PDF), by e-mail to employment@4directionsconservation.com, with "Executive Administrative Assistant" in the subject line. Only candidates selected for an interview will be contacted.

