

Executive Coordinator

5 days/week; Vancouver, BC

ESSA is a unique employee-owned Canadian environmental consulting company founded in 1979 with offices in Vancouver, British Columbia and Ottawa, Ontario. Our corporate mission is “*to bring together people, science and analytical tools to sustain healthy ecosystems and human communities*”. We achieve this mission by using best science and systems thinking to reduce uncertainty while working to draw focus on those elements of a problem that have the most influence on decision making. We strive to apply a neutral, thorough evaluation of evidence, encourage diverse participatory processes, and collaboratively guide our clients to make informed decisions that are designed to learn over time.

The key to our success is a unique and rich combination of systems thinking, facilitation techniques that integrate a wide range of perspectives, and a scientific mindset focused on learning – cornerstones of Adaptive Management (AM), a rigorous framework and approach that we have applied in our work for 37 years. By adopting a mindset rooted in AM, ESSA delivers decision paths to its clients that are more robust and sustainable, with fewer regrets.



At ESSA, we are passionate about what we do and take great pride in attracting, developing and retaining people who are leaders in their field that share our values and mission. Who we are at ESSA, our identity, is summarized on the last page. Learn more about us and explore www.essa.com.

The Opportunity

We are seeking an experienced and proficient Executive Coordinator to support our collaborative team of four Senior Managers (three scientists, one Controller), enabling them to maximize their focus on delivering high quality work to clients, business and leadership activities. ESSA's managers will require varying levels of support for schedule management, meeting coordination, project administration, research assistance, and helping coordinate the flow of information. Keeping Senior Managers apprised of issues is important, as is intervening proactively to deflect routine demands and think proactively of systems and interventions that will promote their work.

You are someone who is *not* intimidated by the technical language of science (because that's what we're all about! You have some prior experience in the natural sciences, geography, hydrology, environmental studies, planning, or similar fields. For certain, you are passionate about environmental sustainability, a lover of technical facts, the outdoors and learning about ecosystems and how our human communities interact with them. You come to us fully formed – you of course expect opportunity and growth – but you already know who you are and are happy in your Executive Coordinator craft. You are someone who above all, is passionately motivated to enable our team to succeed in the corporate mission. You love and thrive at being organized and finding a realistic balance among multiple priorities. Recognized for your good deeds, you are someone who is completely content to "be on the sidelines" enabling and supporting. ESSA has more than a dozen other professional staff, who will also require support from time to time, though the primary role is to support senior managers.

In collaboration with other staff, you will arrange travel, provide general office support, and occasionally assist the Senior Technical Writer / Research Assistant with documentation & research support. Our ideal candidate will maintain discretion, care, and confidentiality of their work and in their relationships with all Senior Managers. S/he will work independently with minimal day-to-day supervision, exercise strong written and verbal communication skills, have excellent computer proficiency, and will be trusted to exercise sound judgment.

Responsibilities include:***Executive Scheduling, coordination and support***

- Schedule, prepare agendas, attend management meetings, transcribe minutes, document action steps, track and escalate issues.
- Provide day-to-day support of complex calendar schedules (Google) where required by individual Sr. Managers.
- Consistent with each Sr. Manager's preferences, reduce administrative burdens and promote each Sr. Manager's overall agility in reaching prioritized scheduling decisions. Help determine action, referral, or response.
- Maintain a Google action item tracking list for the Management Team, clarify priorities and identify necessary support for completion.
- Help schedule appointments and meetings, including reminding attendees and organizing all internal teleconferencing and related logistics: GoTo Meeting, WebEx, etc.
- Compose draft correspondence and presentations for review by Sr. Managers.
- Support booking of travel arrangements.
- Updating Sr. Managers on key organizational issues when they return from extended business trips, extended vacations or leaves.

Project administrative support

- Ensure client contracts are signed, saved to our network, and routed back to the client.
- Coordinate drafts of subcontractor work orders, following template and signature standards.
- For Sr. Managers, coordinate invoice approvals and provide internal budget setup/updating support with accounting team, including drafting routine project-specific accrual and budget summaries.
- With cursory guidance, prepare and submit Sr. Manager's expense claims.
- Screen and approve routine expense claims of staff supervised by Sr. Managers.
- Maintain proposals and client project reports and publications on the corporate inESSA intranet.
- Provide overflow support to ESSA's Technical Writer with Word processing/document customization as required.

Research, Document Preparation

- Conduct literature searches, summarize relevant information, keep records of associated metadata; search online for PDF versions of publications requested by other professional staff.
- Prepare document templates; compile and review material for complex multi-authored reports; conduct professional master document formatting (Word 2010+, creating and working with PDF files); trouble-shoot formatting issues.

Office and Meeting Coordination

- Coordinate weekly staff meetings: source input to develop and distribute agendas; coordinate audio/ visual/web details.
- Maintain shared corporate calendars for the boardroom, parking stalls, projector, etc.
- Encourage staff to adopt fundamental best practices in their scheduling and communications.
- Support orientation of new hires, ensuring related needs are seamlessly handled.
- Respond to incoming calls and correspondence by initiating action or referring to appropriate staff.
- Rotate our internal on-site server backup medias daily, and periodically test.
- Coordinate occasional events such as: year-end holiday party, retreat, special community and social events.
- Maintain routine corporate communication on ESSA's intranet including project information; foreign exchange rates, travel schedules, etc. as directed by ESSA's Contoller.
- Coordinate couriers, local and UPS, arranging Canada Post shipments.
- In charge of ensuring the appearance and cleanliness of our shared office spaces present well to clients and associates.

Qualifications

The role requires of a minimum of a bachelors degree preferably with a diploma in a business or communications



related discipline, plus a minimum of 5 years' experience in related role. Interest in science and environmental issues is essential.

- Highly resourceful, versatile team-player, with the ability to also be highly effective independently and multi-task/prioritize to meet deadlines, having exceptional attention to detail.
- Proactive, results-oriented, solid problem solving skills – and very collaborative!
- Excellent English verbal communication and writing skills.
- Superb computer proficiency and literacy is vital to the role: Google Calendar, Microsoft Office suite, Adobe Acrobat (and/or Bluebeam), and online collaboration tools such as GoTo Meeting, Webex.
- Ability to record and transcribe effective minutes of meetings by paraphrasing and narrowing down to the essence of the needed action items, person's responsible and timeline.
- Proven ability to handle confidential information with discretion, and be highly adaptable to various competing demands and managerial styles.
- Experience with web-based authoring (Word Press and/or Google Sites) is an asset.

What this job is	What this job ISN'T
<ul style="list-style-type: none"> • Exactly what we have written above • A unique opportunity to settle long-term into a dynamic, stable Executive Coordinator role, and <i>make it your own</i>. 	<ul style="list-style-type: none"> • A gate-way to a Sr. Research Assistant, Environmental Specialist or Systems Ecologist role at ESSA • A place to earn a pay cheque for a time, before pursuing your true passion as a lion tamer

Compensation and benefits

We welcome candidates looking for an opportunity to work with a welcoming team of highly skilled professionals within a culture of support, innovation and appreciation. We provide a competitive salary, an excellent extended health benefit plan including Medical Service Plan coverage, three weeks' vacation and paid time off between Christmas and New Years. Support is provided for professional development and growth within your role.

Applying

Please email a cover letter and résumé to careers@essa.com by **October 20, 2016** with “**Executive Coordinator**” in the subject line. We will screen and review all applications October 21 - October 23 and conduct interviews with select candidates **October 28 and 31**. The start date for the successful candidate will be **November 7** or later that month. In accordance with Canadian law, preference will be given to Canadian citizens and Landed Immigrants.