



Executive Assistant - Job Posting

Position Title: Executive Assistant

Position Type: Part-time (Up to 20 hours per week to start with potential to expand to full-time)

Wage: \$29-\$31 per hour

Posting Summary:

Pivot Point provides innovative clinical services across BC, empowering individuals and families to overcome social and developmental challenges. As a key support to the Executive Director, the **Executive Assistant** plays a critical role in ensuring efficient day-to-day operations, effective communication, and strong organizational coordination.

This role is central to maintaining alignment across leadership, staff, and external stakeholders by managing communications, coordinating schedules, and supporting administrative priorities.

Are **YOU** highly organized and able to manage complex calendars, competing priorities, and high-volume communications with accuracy and efficiency?

Do **YOU** excel at professional communication, drafting correspondence, and ensuring timely follow-up with stakeholders?

Are **YOU** proactive and able to anticipate needs, solve problems, and keep executive operations running smoothly?

Duties and Responsibilities:

1. **Email & Communication Management** - Manage and triage high-volume email communications, draft professional responses, and ensure timely follow-up with internal and external stakeholders.
2. **Calendar, Meetings & Scheduling** - Co-coordinate the Executive Director's calendar, schedule meetings, resolve conflicts, and prepare agendas, materials, and follow-up notes.
3. **General Support & Coordination** - Act as a point of contact for the Executive Director's office, supporting communication flow across leadership and ensuring alignment on priorities and deadlines.

Qualifications and Experience:

- Post-secondary education in Business Administration, Office Administration, Public Administration, or a related field (or equivalent experience).

- 3+ years of administrative support experience, preferably at an executive level in a non-profit, social services, or healthcare environment.
- Demonstrated experience managing complex calendars, high-volume communications, and executive-level coordination.
- Exceptional organizational and time-management skills, with strong attention to detail and the ability to manage multiple priorities in a fast-paced environment.
- Excellent written and verbal communication skills, with the ability to draft clear, professional correspondence.
- High level of professionalism, discretion, and ability to handle confidential information.
- Advanced proficiency with digital tools, including Google Workspace (Gmail, Calendar, Docs, Drive) and scheduling platforms.
- Strong interpersonal skills with the ability to build positive relationships across all levels of the organization.
- Proactive, adaptable, and solution-oriented, with strong problem-solving skills and the ability to anticipate needs.

Working Conditions:

- Part-time position (20 hours per week) with accessibility Monday to Friday, with occasional evening or weekend work as needed. This position is likely to expand to full time.
- This is primarily a remote / work-from-home role, with occasional travel to program sites (less than once per month) throughout the year.
- Must reside in British Columbia, preferably in the Okanagan.
- Support is required each morning from approximately 8-9am, and at the end of each day between 4-5pm, with 2 more hours spread as available through each day (or one hour mid day and one hour in the evening).

Why join the Pivot Point team?

Pivot Point specializes in *intensive therapeutic interventions* for children, teens and adults with Autism and other diverse abilities. This might be YOUR opportunity to join a comprehensive team making a difference, so you can move YOUR career to the next level.

If you have a passion for supporting business excellence, join Pivot Point so we can work together to create positive change!

To apply, please visit <http://pivotpoint.ca/apply-now> to upload your resume and submit an application.