



IJM Executive Assistant to the Executive Director, IJM Canada

Who We Are

IJM is the global leader in protecting vulnerable people from violence around the world. Our global team of over 1,000 professionals are at work in 25 offices. Together, we are catalyzing a global revolution that will rescue millions, protect half a billion, and make justice unstoppable.

Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. We are a global community that cares for one another. We value joy and celebration, and we strive to provide professional excellence to all those we serve.

The Need

After nearly two decades of continued growth and operational success in pioneering the work of protecting people from violence, IJM has become an \$80 million organization with 1,000 global employees. As IJM continues this trajectory of growth and scaling of its impact, IJM's Executive Director is seeking an organized and detail-oriented Executive Assistant to provide executive support to the Executive Director and Canadian Leadership Team. The ideal individual will have the ability to exhibit superior judgment and high emotional and cultural intelligence in a dynamic leadership environment with strong written and verbal communication, administrative and organizational skills. The Executive Assistant must be able to thrive in a fast-paced, rigorous environment, steward a wide variety of activities and confidential matters with discretion, and partner with the Executive Director to balance competing priorities to maximize the productivity and effectiveness of the Executive Director and the Canadian team. Ultimately, your success will lead to quicker revenue growth and more children, women and men being freed from violence and protected in their communities.

The ideal candidate will be driven by supporting communications and operations, knowing and reinforcing detailed processes, and learning new things. You will take pride and joy in working alongside and collaborating with colleagues to fuel the mission and end slavery in our lifetime.

This position is based in the Greater Toronto area reports to the Executive Director, IJM Canada.

Responsibilities:

- Fully support the day-to-day needs and trusts that Executive Director's email, calendar, and tasks are confidentially managed according to priorities and guidance;
- Ensure the Executive Director is on time and equipped to participate fully in all meetings and speaking engagements, that are aligned/approved by the Director of Media & Communications;
- Provide smooth logistical coordination for all domestic and international travels, including all meeting and speaking preparations, finances and per diem, etc;

- Guarantee time and expenses are meticulously tracked and reported in a timely manner;
- Coordinate, support, manage and track assigned Canadian and interdepartmental projects, including NA regional retreats;
- Support IJM Canada's Director of Strategy & Operations and Director of Finance are within budget, KPI tracking, Canadian Leadership Team and Canada-wide meetings; and
- Provide exceptional administrative support with program and project management skills in a fast-paced, professional environment.

Requirements:

- At least 5 years of experience in providing top-level executive support in a fast-paced, professional environment;
- Bachelor's degree in Business Administration or equivalent;
- Proven record managing multiple projects simultaneously against competing priorities and to complete them with minimal oversight;
- Excellent problem solving, planning and implementing skills;
- Strong experience in MS Office (including Word, Excel, PowerPoint, Outlook, SharePoint, etc.); and
- Knowledge of Salesforce, Workday, and Adaptive preferred.

Critical Qualities:

- Mature orthodox Christian faith as defined by the Apostles' Creed;
- Winsome;
- Driven;
- Tenacious problem solver;
- Compelling conversationalist and intelligent listener;
- Exceptionally high level of honesty and integrity;
- High standard of personal discipline;
- Sustained positive attitude; and
- Comfortable relating to an audience of diverse people and personalities.

What does IJM have to offer?

- We offer a generous compensation plan;
- We offer the chance to work in an engaged and positive work culture where employees are valued;
- We offer coaching, professional and personal development, and staff care;
- We offer the opportunity to make a difference in the world; and
- We are more than a workplace. We strive to be a community of spiritual formation, helping our staff work out God's call to justice in their lives.

Upload Resume, Cover Letter & Statement of Faith* in one document.

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.