Samara Centre
for Democracy

About the Samara Centre for Democracy

The Samara Centre for Democracy is Canada's leading non-partisan charity focused on strengthening Canadian democracy. We want to make it easier for people to talk about and participate in politics. Our research and programs make us a go-to resource for active citizens, educators, policy makers, public leaders and journalists. The Samara Centre has been shaping critical conversation about the health of Canada's democracy since 2007. Our name comes from the winged "helicopter" seed that falls from a maple tree, a symbol of Canada, it reminds us that from small seeds, big ideas can grow.

Role Summary

The Executive Assistant (EA) will play a critical role in ensuring the smooth and efficient operations of the Samara Centre by providing high-level executive and project management support to the CEO. The EA will act with discretion, diplomacy, and excellent judgment in supporting both internal operations and external engagements.The ideal candidate will bring a proactive and process-oriented approach to administrative support, meeting preparation, documentation, coordination of external relations, and will serve as a key liaison with the Samara Centre's board, funders and partners. This is a brand new position on our team.

- **Reports to**: CEO
- **Job type:** Full-time permanent
- **Salary:** $80,000
- **Location:** Toronto / GTA; Hybrid workspace (in office 4 days per week)

Main Responsibilities

Executive Support (50%)

- Provide executive-level support to the CEO operating as a representative of the executive office.
- Proactively anticipate executive needs, priorities, deadlines, and potential issues, ensuring consistent preparation and strategic positioning.
- Manage complex calendars and protect executive time with sound judgment to prioritize requests, sequence meetings, and resolve conflicts.
- Prepare the CEO for meetings and speaking engagements by coordinating agendas, briefing materials, background context, and follow-ups.
- Organize CEO travel and related expenses.
- Track executive commitments, decisions, and action items, ensuring timely follow-through and alignment with organizational priorities.
- Coordinate meetings involving team members, board members, funders and external stakeholders.

- Support the preparation of executive-level correspondence, briefing notes, proposals, presentations, reports, and meeting materials.
- Maintain meticulously organized records, documentation, and filing systems to support continuity, tracking and decision-making.
- Coordinate and help execute stewardship strategies that strengthen long-term relationships with donors, including: acknowledgement letters; thank you cards and other communications.
- Support relationship stewardship by maintaining contact databases, tracking engagements, and ensuring appropriate follow-up.

Operational and Project Support (30%)

- Oversee the seamless functioning of a small hybrid office and maintain workflow processes (e.g. use of templates, project management systems).
- Provide high-functioning project management support for key initiatives, events and special projects.
- Support the expense reporting process for the Samara Centre team.
- Track team vacation and sick days.
- Assists with onboarding and off-boarding staff and volunteers
- Perform confidential Human Resources tasks such as communication with potential candidates, arranging interviews and preparing forms.
- Liaise with contractors to confirm contracts, payment of invoices and receipt of deliverables.

Stakeholder & Board Liaison (20%)

- Manage inquiries from external stakeholders and prospective partners with professionalism, discretion, and sound judgment.
- Maintains discretion and confidentiality in relationships with all Board members.
- Manages Board and Committee meetings, including preparing agendas and meeting document packages, arranging meeting space, coordinating catering and technology; recording meeting minutes and other board governance tasks as assigned.
- Support Board member on-boarding and off-boarding.

Required

- 5+ years of experience in executive support, administration and operations.
- Prior experience supporting boards and fundraising is an asset.
- Strong project management skills and experience managing multiple priorities in a fast-paced, dynamic environment.
- Exceptional written and verbal communication abilities; highly detail-oriented.
- Demonstrated discretion, sound judgment, and a mature, diplomatic approach in handling sensitive information and relationships.

- Proactive and resourceful, with a commitment to excellence and continuous improvement.
- Advanced proficiency with Google Workspace and functional knowledge of platforms like Slack and Asana.
- Strong interpersonal skills with an ability to work independently and collaboratively as part of a team.

What We Offer

- Generous Paid Time Off:
    - 15 vacation days
    - 5 days for sick and mental health days
    - Office and team wide winter closure in-between Christmas and New Years (~4-5 days)
    - Half-day Fridays in July and August
- Health benefits with a zero dollar deductible and includes vision, prescriptions, dental, and paramedical.
- Annual review of your role level and salary, with corresponding market and cost of living increases.
- Access to a beautiful office located in a historic building near the Annex and Yorkville neighborhoods.

How to Apply

Applications should be a single PDF that includes:

- A resume
- A detailed cover letter
- A work sample (e.g. a formal letter, project plan, briefing note, travel itinerary with sensitive details redacted)

Applications will be accepted on a rolling basis until **July 16, 2026**. Interviews will be conducted on a rolling basis and the competition may close earlier if the role is filled. Please send your application to **aleksi@samaracentre.ca** with “Executive Assistant” noted in the subject line.

Interview Process

The process from start to finish takes about 4 weeks and will entail the following.

- Step 1: A video/phone call with one of our team members. In this call, we will cover the basics of the role and our organization, and discuss a high level overview of your past experiences, goals, and interest in this role.

- Step 2: A video call with our current CEO and a team member. In this call, we will be digging deeper into your experience in delivering high quality content that has engaged broad audiences.
- Step 3: An in-person meet up in our downtown Toronto office with our CEO and a team member. This is an opportunity to introduce you to the space, talk more about how you'd like to add to our current organizational culture, embody our values, and provide another opportunity for connection.
- Step 4: Offer.

The Samara Centre is committed to a diverse, equitable and inclusive workplace in which everyone is welcomed, valued, and supported. Please advise of any accommodation measures that would enable you to be interviewed in a fair and equitable manner. If you are a member of an equity deserving community we encourage you to self-identify in your application. Information received in relation to identity or accommodation will be kept confidential.