Meewasin Valley Authority
402 Third Avenue South
Saskatoon, Saskatchewan S7K3G5
Phone (306) 665-6887 Fax (306) 665-6117

Executive Assistant

Meewasin is looking for an organized and detailed-oriented Executive Assistant to provide senior-level administrative and front-line customer service support during a temporary leave, expected to continue until February. Reporting to the CEO, this role is central to ensuring smooth day-to-day operations, by anticipating needs, managing priorities with discretion and accuracy and supporting the Leadership Team and Board of Directors in advancing Meewasin's strategic objectives.

If you are a proactive and dependable administrative professional who thrives in a fast-paced environment and takes pride in delivering high-quality work, we would love to hear from you!

Key Responsibilities

- Provide comprehensive administrative support to the CEO, Leadership Team, Board of Directors, Advisory Committees, and Committees of the Board.
- Deliver quality customer service in person, online and over the telephone determining the nature of inquiries and providing appropriate information and/or contacts.
- Manage the CEO's calendar, meetings, travel, and communications, anticipating needs and preparing materials in advance.
- Review and prepare documents for CEO approval, including expenses, purchases, and correspondence, ensuring accuracy and completeness.
- Coordinate and support Board and Committee meetings, including scheduling, logistics, materials preparation, and minute-taking.
- Organize concise meeting packages, briefings, background materials, and presentations.
- Track decisions and follow up on action items to ensure timely completion and effective information sharing.
- Support the CEO in Leadership Team oversight activities, including performance management and accountability tracking.
- Maintain accurate records of Board and Committee memberships, appointments, and related documentation.
- Assist with strategic performance and KPI reporting, workflow coordination, and emerging organizational issues and projects.
- Provide general reception and administrative duties including opening and closing the office, greeting visitors, answering doors, phones and emails, responding to inquiries, mail functions, and supporting meeting requirements.
- Demonstrate strong judgment, confidentiality, and professionalism in handling sensitive information and communications.

Qualifications

- Education: a post secondary education in a related field.
- Experience: 3-5 years of administrative assistant experience.
- Expertise: Advanced proficiency in Microsoft Office 365 (Work, Excel, Outlook, PowerPoint).
- Skills:
    - Strong communication skills, both written and verbal;
    - Strong interpersonal skills;
    - Exceptional organizational skills with a keen eye for detail and the ability to anticipate needs;
    - High level of discretion and professionalism in handling confidential information.
- Additional requirements: A satisfactory Criminal Record Check is required prior to appointment.

About Us

Meewasin is a mission-driven, integrated team of approximately 30 employees dedicated to enhancing the health and well-being of this region - its land and its peoples. Meewasin's efforts are focused on creating quality of life both now and for those who will inherit this region in the future. As stewards of the land, we understand that our responsibility extends beyond the present, shaping a legacy that will support generations to come.

Located on Treaty 6 Territory and the Homeland of the Métis, Meewasin acknowledges the traditional caretakers of the land and honours the First Nations and Métis people of this place.

At Meewasin, we value individuals who are passionate about community building and committed to the long-term stewardship of the river valley. Our team is composed of individuals from a range of disciplines, working collaboratively across departments to achieve our mission and mandate. The nature of our work is diverse and dynamic - combining technical, analytical, strategic, and forward-thinking approaches in a fast-paced environment.

How to Apply

If you are a skilled and proactive administrative professional interested in a temporary opportunity to provide senior-level support and contribute to the success of a dynamic organization, we encourage you to apply. Please submit your resume and cover letter outlining your qualifications and experience to jobs@meewasin.com by November 12, 2025.

We thank all applicants for their interest; however, only those selected to move forward in our candidate selection process will be contacted.

By applying to this position, you are confirming you possess either a Canadian Citizenship, permanent resident status or valid work permit.