

IT'S YOUR LIFE. IT'S YOUR CHOICE.



GREATER TORONTO AREA | CANADA

Executive Assistant – Volunteer

The GTA Chapter of Dying With Dignity Canada is searching for an Executive Assistant to support the Chapter's Executive Committee. This is a volunteer position but has a lot to offer the right candidate.

What makes *you* a great fit for this role

You are passionate about improving and protecting end-of-life rights. You have a sophisticated knowledge of how to keep the work of the Chapter ticking along efficiently, because you are a critical thinker, motivated and willing to speak up to offer insights. No job is too big or too small, because everyone rolls up their sleeves when called upon. Meetings are often during business hours, so your time is flexible.

What you will bring to the Chapter

- Life skills developed on the job
- Detail-oriented with above average organizational skills
- Superior communications skills – oral and written
- Strong understanding of standard meeting rules and file management
- Motivated critical thinker who can work both independently and as part of a team
- Ability to multi-task and prioritize assignments
- Proficient technical skills

What you will gain from volunteering

Besides contributing your time and effort to a worthwhile charitable organization, this role allows you to participate and observe nearly all the activities of the Chapter. That means you will learn the basics of the issues the Chapter manages, and participate in resolving them. You will also participate in educational sessions. You will get to observe talented colleagues applying their skillsets to different tasks and to learn from them.

The GTA Chapter is a growing group of diverse, enthusiastic and strong leaders, dedicated to the cause of dying with dignity. We have created a nurturing environment in which everyone is encouraged to participate and to make things happen.

➔ Interested in applying? Please email volunteer@dyingwithdignity.ca.