

# Job Description

## Executive Assistant

**Location:** Toronto, Ontario

**Reports To:** Partners

**Work Model:** Hybrid (in-office and remote)

**Employment Type:** Full-time, Permanent

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### About Counsel Public Affairs – Relentlessly Committed to Client Success

Launched in 2004, Counsel Public Affairs has grown to become Canada's most effective, fully integrated public affairs agency.

Our dedicated teams of experienced, multipartisan consultants are on the ground, delivering results for clients in Ottawa, Toronto, Winnipeg, Edmonton, Calgary, Vancouver and Victoria. With strategic partnerships in Quebec and Atlantic Canada, Counsel successfully serves clients nationwide – all under one roof.

With expertise across a wide range of sectors of the Canadian economy, Counsel offers an extensive suite of fully integrated public affairs services, including government relations, strategic and corporate communications, crisis and reputation management, opinion research and integrated campaigns.

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### The Opportunity

The *Executive Assistant* provides comprehensive operational, administrative, and program management support to senior leadership within a leading public affairs firm. The role is responsible for managing complex executive schedules and priorities, coordinating meetings, travel, and key business activities, and overseeing the administration of executive peer councils, leadership programs, and strategic projects.

Serving as a trusted extension of the Partners, the *Executive Assistant* acts as a central point of coordination across leadership, staff, clients, peer council members, and external stakeholders. The position ensures the seamless execution of organizational priorities. Success in the role requires strong judgment, initiative, discretion, and the ability to manage multiple priorities with professionalism and precision.

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## Key Responsibilities

### Executive Support

- Manage complex executive calendars and schedules
- Coordinate internal and external meetings, including logistics, agendas, materials, and follow-up actions, including the firm's Executive Committee.
- Prepare executives for meetings by organizing briefing materials and relevant documentation
- Prioritize scheduling requests and manage competing demands effectively
- Coordinate domestic travel arrangements, itineraries, accommodations, and related logistics
- Screen, monitor, and respond to correspondence as required

### Executive Peer Councils

*The Executive Peer Councils bring together CEOs and senior executives in confidential groups built on trust, mutual support and shared learning, focused on leadership, strategic thinking, problem solving and professional growth.*

- Coordinate executive peer council calendars, member communications, meeting schedules, and annual program plans
- Support onboarding, engagement, retention, and ongoing relationship management activities for executive peer councils
- Assist in maintaining new and prospective member information related to executive programs and peer councils
- Manage the operational administration of executive peer councils, including meeting logistics, member records, evaluations, renewal tracking, and follow-up activities
- Coordinate peer council meetings, retreats, and special events, including venues, materials, agendas, and participant communications
- Maintain accurate records, databases, and reporting related to executive programs and peer council activities

### Executive Operations

- Support planning and coordination of leadership meetings, business engagements and firm initiatives
- Support workflow coordination and administrative processes to enhance operational efficiency
- Anticipate scheduling conflicts, resource gaps, and operational challenges and recommend proactive solutions
- Track deliverables and follow-up activities arising from business meetings and discussions
- Coordinate the development, formatting, and production of presentations, keynote materials, executive briefings, and related communications

- Maintain and organize a library of presentations, reports, templates, and executive program materials to support operational efficiency and consistency

### **Relationship Coordination**

- Support the coordination of business activity among the Partners
- Coordinate meeting preparation, briefing materials, and follow-up related to business engagements
- Maintain and organize business contact information
- Track action items and share details with respective practice leads
- Coordinate logistics, materials, and follow-up activities related to speaking engagements, media appearances, training programs, and executive events

### **Communication & Reputation**

- Serve as a professional point of contact for peer council members, and external stakeholders
- Facilitate timely communication and information flow across leadership, staff, clients, and executive programs
- Draft, coordinate, and distribute communications, meeting materials, and follow-up correspondence as required
- Maintain a high level of professionalism, discretion, and confidentiality in all interactions

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### **Qualifications**

- Post-secondary education in Business Administration, Office Administration, Communications, or a related field preferred
- Minimum of 4 years of experience supporting senior executives, leadership teams, or executive programs in a professional services, consulting, corporate, membership, or public affairs environment
- Experience coordinating executive meetings, events, stakeholder engagement activities, or member-based programs is considered an asset
- Familiarity with Canadian public affairs stakeholders is considered an asset
- Advanced proficiency with Microsoft Office Suite, including Outlook, Word, Excel, PowerPoint, and Teams
- Strong organizational, administrative, project coordination, and program management skills
- Excellent written and verbal communication skills
- Demonstrated ability to manage competing priorities and deadlines in a fast-paced environment
- Strong problem-solving skills, sound judgment, and the ability to work independently

## **Core Competencies**

- Exceptional organizational, planning, and time management skills
  - Attention to detail and commitment to accuracy
  - Initiative and proactive problem-solving
  - Strong presentation production and written communication skills
  - Professionalism, discretion, and sound judgment
  - Adaptability and ability to manage changing priorities
  - Strong communication and interpersonal skills
  - Relationship management and stakeholder service orientation
  - Accountability, ownership, and follow-through
  - Ability to work independently and collaboratively
  - Project and program coordination skills
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## **Working Conditions**

- Primarily office-based in Toronto with a hybrid work environment as determined by business needs
  - Occasional travel may be required
  - Ability to accommodate changing priorities and schedules in a dynamic work environment
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## **Compensation and Benefits**

- Base salary is \$75,000 to \$90,000 (CDN), commensurate with experience and qualifications
  - Additional compensation and benefits information will be discussed during the recruitment process and may include health benefits, paid vacation, professional development support, and performance-based compensation opportunities
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## **Recruitment Process Disclosures**

### **Artificial Intelligence Disclosure**

Counsel Public Affairs does not use artificial intelligence to screen, assess, or select applicants during the hiring process

### **Accommodation Statement**

Counsel Public Affairs is committed to fostering an inclusive and accessible workplace. Accommodation is available upon request for candidates participating in all aspects of the recruitment and selection process in accordance with applicable human rights and accessibility legislation



### **Application Instructions:**

Interested candidates are invited to submit a resume and cover letter to [careers@counselpa.com](mailto:careers@counselpa.com). Applications will be reviewed on a rolling basis. Only candidates selected for an interview will be contacted.