

**Contract Posting #: SD1612025AD**

Posting Date: May 9, 2025

Closing Date: May 26, 2025

Contract Opportunity	<b>Executive Assistant to the CEO</b>		
Team	SDLF Leadership	Team Lead	President and CEO
Summary of the Opportunity	<p>SelfDesign Learning Foundation (SDLF) is seeking a highly skilled and experienced Executive Assistant to provide administrative and strategic support to the President and CEO and other members of the leadership team. This role is ideal for someone with a proactive mindset, exceptional organizational skills, and the ability to handle complex and confidential tasks with precision and professionalism, while also fostering positive relationships with a personable approach. This critical role ensures the efficient operation of the CEO's office, enabling the CEO to focus on leading the organization and driving our vision forward.</p> <p>As a trusted partner to the CEO, the Executive Assistant will manage schedules, communications, and strategic initiatives and key priorities, while maintaining the highest standards of professionalism, confidentiality and discretion.</p> <p>The scope of work includes providing administrative and strategic support, managing communication and relationships, coordinating projects and developing and maintaining operational efficiency.</p>		
Work Environment	<p>We are a remote organization.</p> <p>We typically operate during Pacific Time zone business hours, Monday to Friday between 8:00 am and 6:00 pm.</p> <p>This contract is estimated to take approximately 30-40 hours per week, to be negotiated at the time of contracting. You set your own hours of work, between the business hours noted above. There will be online meetings, which are scheduled in advance and <i>typically</i> fall within these business hours.</p>		
Timelines	<p>Contract start date: June 16, 2025</p> <p>Contract end date: July 31, 2026 (15 months)</p>		
Budget	Between \$4,585 to \$6,250 per month		
To Respond To This Opportunity	<p><b>Read the contract details below.</b></p> <p><b>Email a cover letter and your resume to <a href="mailto:opportunities@selfdesign.org">opportunities@selfdesign.org</a>.</b></p> <p>In your cover letter detail:</p> <ul style="list-style-type: none"> <li>What inspired you to apply for this opportunity?</li> </ul>		

	<ul style="list-style-type: none"> <li>• Share your thoughts on your range of skills and how you would apply them to this role</li> <li>• What do you find most rewarding about this type of work?</li> <li>• Tell us about your experience in a similar role and how you have improved workflows or processes.</li> <li>• How will you support the CEO in a remote, flexible, collaborative work environment?</li> </ul> <p>We actively encourage applications from members of groups with historical and/or current barriers to equity.</p> <p>We look forward to receiving your response. Responses will be reviewed as they are received.</p>
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Contract Details	
Oversight	You will work at the direction of the Team Lead.
Services Required	<p>You will play a key role in supporting the CEO's day-to-day operations and advancing strategic priorities. Services required will include, but not limited to:</p> <ul style="list-style-type: none"> <li>• Administrative support: <ul style="list-style-type: none"> <li>◦ Manage the CEO's schedule and prioritize requests</li> <li>◦ Coordinate meetings, prepare agendas, take minutes and track action items</li> <li>◦ Draft and manage confidential and strategic correspondence</li> <li>◦ Organize and manage files using digital filing systems</li> <li>◦ Manage communication dashboards</li> </ul> </li> <li>• Strategic and Project support: <ul style="list-style-type: none"> <li>◦ Identify, track, document and follow up on decisions, actions, and risks</li> <li>◦ Monitor timelines and deliverables for key initiatives</li> <li>◦ Optimize workflows and processes for the CEO and leadership teams</li> <li>◦ Apply strategic thinking - observe the environment and organizational functions/needs, identify gaps and recommend solutions</li> </ul> </li> <li>• Stakeholder Communication: <ul style="list-style-type: none"> <li>◦ Liaise with internal/external stakeholders on behalf of the CEO</li> <li>◦ Represent the CEO with professionalism in interactions with contractors, Board members, families, and partners</li> <li>◦ Communicate effectively to understand the CEO's needs and take initiative to address them proactively</li> </ul> </li> <li>• Confidentiality and Professionalism: <ul style="list-style-type: none"> <li>◦ Exercise sound judgment and maintain confidentiality and discretion in all tasks.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Model professionalism and tact in a fast-paced remote environment.</li> </ul>	
Competencies	<ul style="list-style-type: none"> <li>● Achievement orientation &amp; Initiative</li> <li>● Attention to detail &amp; client focus</li> <li>● Computer and digital literacy</li> <li>● Experience working in a virtual office environment</li> <li>● Writing skills &amp; English language proficiency</li> </ul>	<ul style="list-style-type: none"> <li>● Communication &amp; emotional intelligence</li> <li>● Interpersonal and relationship building skills</li> <li>● Strategic thinking and problem solving</li> <li>● Commitment to the SelfDesign Learning Foundation philosophy and values</li> </ul>
Experience and Credentials	<ul style="list-style-type: none"> <li>● Demonstrated experience in an Executive Assistant role and/or administration in a supporting role</li> <li>● Degree, certification or an equivalent combination of work experience in Office Administration.</li> </ul>	
Mandatory Requirements	<p>If you are offered and accept this contract opportunity, you will need to:</p> <ul style="list-style-type: none"> <li>● Undergo a Criminal Record Check which must be obtained through SelfDesign with the BC Solicitor General's office at your own expense (approximately \$28)</li> </ul>	

## About SelfDesign

SelfDesign Learning Foundation (SDLF) is a registered charity and non-profit organization that operates several programs including one of the largest distributed learning schools and personalized learning programs in British Columbia, SelfDesign Learning Community. SelfDesign enables learners to complete K-12 by exploring their passions and taking the lead in their own learning and life. With personalized guidance from B.C. certified educators, learning unfolds at home and within local and online communities.

## Working with us

We facilitate lifelong learning and holistic personal growth with programs, opportunities, and support for people of all ages, with an emphasis on choice and self-direction.

We provide access and support for our main applications:

- SelfDesign Connect for mail, calendar, contacts, notes, instant messaging, phone
- Google Drive, Docs, and Sheets
- Zoom for video meetings/conferencing.

You provide and use:

- Your own securely set-up computer
- Reliable and secure internet connectivity
- Your own workspace in an environment that ensures privacy, security and confidentiality.

Learn more at [www.selfdesign.org](http://www.selfdesign.org) and read our [Community Report 2024](#).