



Little Warriors is a national organization focused on the awareness, prevention and treatment of child sexual abuse. We also advocate on behalf of and with child sexual abuse survivors.

Little Warriors is committed to:

- Raise awareness and provide information about child sexual abuse.
- Provide a treatment facility to help children cope with the devastating effects of child sexual abuse.
- Provide child sexual abuse prevention strategies to adults through education.
- Ensure the rights, needs and interests of children are respected and protected.

Job Posting: Executive Assistant to Glori Meldrum / Special Projects Coordinator

.8 Temporary Position

Reports To: Little Warriors CEO

Office Location: Maybe shared between Little Warriors Be Brave Ranch and g-squared in Edmonton.

General Admin Duties will include:

- Serving as the primary point of contact for internal and external matters pertaining to the Chair of the Board.
- Assists the Board Chair with administrative duties and tasks as it pertains to Little Warriors events including speaking logistics and travel arrangements.
- Prepares materials needed for presentations to donors or funders.
- Handle highly confidential material on a regular basis.
- Assist with coordination of special projects on a recurring or one-time bases from start to finish.
- Arrange logistics for executive leadership participation in external meetings and presentations including audio/visual set-up, and meeting materials.
- Deliver a broad range of professional administrative support in a proactive manner and resolves issues and challenges relating to these activities.

Fund Development Duties will include:

- Assist with special projects and events as required including the Be Brave Luncheon and the Little Warriors Golf Tournament.
- Assist with grant writing as required.
- Assist with Fund Development database as required.
- Provide support for Manager of Philanthropy as required.





Qualifications and Requirements:

- 5+ years of professional experience in a non-profit organization.
- Demonstrated advanced proficiency across a broad range of administrative skills.
- Proficient in MS Office with the ability to create presentation materials.
- Demonstrated ability to take the initiative to respond to rapidly changing priorities.
- Ability to work independently and/or with general guidance.
- Excellent time management and organizational skills.
- Excellent interpersonal and communication skills as demonstrated by the ability to work effectively with others at all levels of the organization and externally.
- Proven track record in grantwriting that has directly resulted in increased income for an organization.
- Attention to detail is a must.

For more information on Little Warriors visit www.littlewarriors.ca

Interested applicants should submit their resume to:

Laurie Szymanski, Chief Executive Officer laurie@littlewarriors.ca

We thank all applicants in advance for their interest. However, only those under consideration will be contacted.

