



**Executive Assistant to Glori Meldrum  
and Special Projects Coordinator  
18 Month Contract/Maternity Leave**

Little Warriors is looking for a passionate, organized, and self-motivated individual to join our team. Little Warriors is a national, charitable organization based in Alberta focused on the awareness, prevention, and treatment of child sexual abuse. We also advocate on behalf of and with child sexual abuse survivors. The first centre of its kind in the world, the Little Warriors Be Brave Ranch offers specialized, trauma-informed, evidence-based treatment to help children and their families overcome the devastating effects of child sexual abuse. Through our doors, child sexual abuse survivors are given a safe place to heal, are nurtured to embrace their full potential and are empowered to change the trajectories of their lives. It is here that a visionary and multi-disciplinary team come together to help inspire life changing outcomes.

**Join Our Team:**

As a member of the Little Warriors team and reporting to the CEO and Founder, you will coordinate and manage executive scheduling, prepare and organize important documents, strategic materials and plans, and support board meetings and the preparation of board materials for the Founder. This role will help the Founder connect with organizations, manage projects and critical business information, and ensure meetings and materials are efficient and effective.

You will support the Founder, CEO and fund development team to help create, execute, and evaluate all philanthropic strategies and fundraising activities. You will seek opportunities to increase brand profile across media channels such as podcasts, awards, influencers/content creators, and traditional media.

**Your Responsibilities:**

Reporting to the CEO, Little Warriors Founder and working in collaboration with the Fund Development Team, you will work in .8 FT position to:

**General Admin Duties will include:**

- Serve as the primary point of contact for internal and external matters pertaining to the Chair of the Board.
- Assist the Board Chair with administrative duties and tasks as it pertains to Little Warriors events including speaking logistics and travel arrangements.
- Prepare 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:**

- Work closely with the Communications/Fund Development Manager to execute Little Warriors signature fundraising events; the Be Brave Luncheon and Golf Tournament.
- Assist with planning and executing the annual donor appreciation event.

**Communications and Public Relations:**

- Seek out interview opportunities for Little Warriors.
- Write positive story/pitches to increase organization, Founder and Clinical Director's profile through press releases, podcasts, awards and speaking engagements.
- Assist with social media content as requested and in close collaboration with Sr. Director of Engagement.
- Additional communication duties as required.

**Your Qualifications:**

- 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.
- Attention to detail is a must.

**Your Next Steps:**

Interested applicants should submit their CVs to:

Laurie Szymanski - [laurie@littlewarriors.ca](mailto:laurie@littlewarriors.ca)  
Chief Executive Officer

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

For more information on Little Warriors, visit our website at [www.littlewarriors.ca](http://www.littlewarriors.ca).

Job Type: .8 FTE

little  
warriors



**Prevent It!**  
A little warriors program