



**Little Warriors is looking for a passionate, organized, and self-motivated individual to join our team in a full-time position as Special Projects Co-ordinator and Executive Assistant to Glori Meldrum, Little Warriors Founder and Board Chair.**

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 trauma.

### **Join Our Team:**

As a member of the Little Warriors team 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 high-level 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 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:**

#### **General Admin/ Executive Assistant Duties will include:**

- Serve as the primary point of contact for internal and external matters pertaining to the Founder and Chair of the Board.
- Assist the Founder and Board Chair with administrative duties and tasks as it pertains to Little Warriors events including meetings, speaking logistics and travel arrangements.
- Enter all fundraising activities into Salesforce on an ongoing, regular basis in a timely manner.
- Prepare materials needed for presentations to donors, funders or stakeholders.
- 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.
- Manage the Founder and Board Chair's social media accounts.
- Arrange logistics for executive leadership participation in external meetings and presentations including audio/visual set-up, meeting materials, food and beverage if required.
- Deliver a broad range of professional administrative support in a proactive manner and resolves issues and challenges relating to these activities.

## Communications and Public Relations:

- Seek out interview opportunities for Glori Meldrum and Little Warriors.
- Write positive story/pitches to increase organization, Founder and Clinical Director's profile through press releases, podcasts, awards and speaking engagements.
- Seek out and write award nominations for Glori Meldrum and Little Warriors.
- Assist with Little Warriors 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 Miranda Nazarali at [miranda@littlewarriors.ca](mailto:miranda@littlewarriors.ca)

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).

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**Prevent It!**  
A little warriors program