

National Trust for Canada Fiducie nationale du Canada

*Viceregal Patron: Her Excellency the Right Honourable
Mary Simon Governor General of Canada*

*Présidente d'honneur vice-royale : Son Excellence la très honorable
Mary Simon Gouverneure générale du Canada*

NATIONAL TRUST FOR CANADA

Position Title: YCW Coordinator and Executive Assistant

Are you a collaborative people person who wants to make a difference for heritage places in Canada?

It is an exciting time to join the National Trust for Canada as we embark on a new strategic plan and work to support Canadians caring for historic places across the country. If you're passionate about our mission, read on....

ABOUT THE NATIONAL TRUST FOR CANADA

Created in 1973, the National Trust for Canada is the leading national charity dedicated to the conservation and promotion of Canada's historic places. The Trust believes that heritage places are a catalyst for sustainable, livable, lovable communities. Heritage conservation addresses the needs of communities today by fostering identity, driving economic activity, enhancing belonging, advancing Reconciliation, supporting climate resilience, and promoting well-being. For more information about our programs and activities please visit nationaltrustcanada.ca

POSITION SUMMARY

The YCW Coordinator and Executive Assistant provides administrative support to the Young Canada Works program and the office of the Chief Executive Officer. Reporting to the Chief Financial Officer, this role involves a range of support activities including coordinating with heritage organizations across Canada related to the Young Canada Works program, organising data and meetings, managing the calendar of the Executive Director, providing centralised coordination of administrative processes for the Trust, and responding to public inquiries. This is a full-time, permanent position located at the National Trust office in Ottawa.

KEY RESPONSIBILITIES

With the Manager of Operations, delivers the Young Canada Works Program in accordance with guidelines established by the Department of Canadian Heritage (PCH), by:

- Receiving, registering and maintaining project proposals for the Young Canada Works in Heritage Organizations (YCW-HO), and the Young Canada Works at Building Careers in Heritage program (YCW-BCH).
- Assisting in organizing the Peer Review Process, including meeting preparations, committee documentation, and invitations to members.
- Issuing and tracking all letters of intention and contribution letters for approval by project sponsors.
- Processing all requests for payment in keeping with the policy guidelines established by the program.
- Reviewing and processing all final reports as well as employer and student evaluations.
- Maintaining assigned portions of the YCW database.
- Providing information to project sponsors concerning program guidelines and policies.

Front Office Duties:

- Providing a professional front office and telephone presence during office hours.

- Responding to outside enquiries of a general nature or referring enquiries to other staff members or outside resources.
- Ensuring timely flow of incoming and outgoing mail, packages, messages and other information throughout the office.

Support to the Chief Executive Officer (CEO):

- Maintaining and tracking the administrative calendar (events, meetings, mailings)
- Maintaining and tracking the CEO's calendar.
- Gathering, assembling, and distributing support material for meetings of the Board of Governors and Committee meetings (e.g., agendas, briefing documents, travel arrangements and travel claims)
- Assisting the CEO in responding to requests for information or materials.
- Recording, preparing, and distributing minutes of Board meetings.
- Organizing and archiving board-related corporate records (board meeting minutes, motions and resolutions)

General Administrative Support

- Transcribing and formatting letters, memoranda, reports, and other documents, sometimes of a confidential or sensitive nature.
- Coordinating courier and postal services.
- Weekly bank deposits.
- Receiving, processing, and responding to requests for information from the general public (information kits, reports, etc.)
- Coordinating all staff meetings and events and coordinating and supporting the use of the corporate Zoom account.

REQUIRED KNOWLEDGE, SKILLS, AND QUALIFICATIONS

Strong administrative skills and the ability to keep precise records are required. The incumbent must possess excellent communications, interpersonal and organizational skills. The incumbent must also have the ability to prioritize, problem solve, be well organized and detail oriented.

The duties of this position require excellent word processing and database software skills using the Microsoft 365 suite of products. Basic math skills are essential.

Planning and organization: The duties require the effective planning of one's own work and the juggling of priorities to be able to meet time-sensitive demands. The ability to use and coordinate interfaces between multiple data management systems and to identify and correct errors and inconsistencies are required. The incumbent must ensure that all materials produced accurately reflect the protocols relating to financial and data management.

Effective interpersonal relationships: The work requires contact with all staff, for purposes ranging from the exchange of information and ideas to the provision of support services. The work also requires contact with the public.

EDUCATION AND EXPERIENCE

A degree or diploma in a related discipline is required. Related disciplines may include but are not limited to: business administration, accounting, history, and museum studies.

At least three years of education and/or experience in records keeping, information management, customer service, providing administrative support services to management, or experience working in an office environment is desirable.

A demonstrated interest in heritage places is considered an asset.

Experience with the Young Canada Works Program, including as a participant, is considered an asset.

LANGUAGE REQUIREMENTS

The ability to speak, read and write at an intermediate level in both English and French is required. The ability to produce written text suitable for business correspondence in one language (either English or French) is required. The job involves speaking and writing to members of the public in both English and French.

WORK SCHEDULE AND EMPLOYMENT DETAILS

- The National Trust is based at 190 Bronson Avenue in Ottawa. This is a Permanent, Full-Time position commencing September 2025.
- The starting salary range for this role is: \$46,563.15 - 58,486.48 + benefits.
- As a Permanent, Full-Time Employee, you will participate in the Public Service Superannuation Pension Plan and have the option to participate in the Public Service Health Care Plan, Public Service Dental Plan and Public Service Management Insurance Plan; paid sick leave; starting paid vacation of 3 Weeks, with 2 flexible days per year to accommodate cultural and religious observances.
- Paid professional development opportunities.

CONDITIONS OF EMPLOYMENT

- Eligibility to work in Canada is mandatory.
- As part of offer acceptance, the individual will be required to read and sign off on the Trust's Employee Handbook, "Working at the Trust."
- A criminal records check may be required -- this factor is not used at the pre-selection stage.
- May be required to work occasionally outside of normal business hours to support events. May be required to travel occasionally.

HOW TO APPLY

Please submit your cover letter and resume, as one PDF (Portable Document Format) document to Audrey Morrison at jobs-emplois@nationaltrustcanada.ca by August 17, 2025. We thank all applicants for their interest in the National Trust for Canada, however only those candidates selected for an interview will be contacted. Selected candidates may be invited to one or more interviews, asked to complete written tests, and required to provide up to three references.

The National Trust for Canada is an equal opportunity employer. Accommodations are available on request for candidates taking part in all aspects of the selection process.