

Job Title: Meeting Assistant

Hours: Part-time help for monthly committee meetings and quarterly board meetings

The Whyte Museum of the Canadian Rockies is looking for an experienced, detail-oriented assistant to contribute to the smooth and efficient operations of one of Canada's most important small museums and archives.

Reporting to the Chief Executive Officer, you will be responsible for coordinating a busy schedule of meetings for the Board of Directors, Board Committees, and senior management. You will be scheduling meetings, filing reports, confirming agendas, attending meetings, and preparing minutes in a timely and confidential manner, as well as posting materials to a digital website and ensuring effective use of technology during meetings. Additional research may be required in preparation for meetings.

Hours will be flexible during the year, according to meeting schedules, and there is strong opportunity to work from home.

Qualifications:

- Discretion and experience in dealing with confidential matters
- Three to five years' experience taking minutes, organizing meetings, and supporting senior leadership
- Strong written and verbal communications
- Experience with contemporary technology including ZOOM, PowerPoint and databases.

All interested applicants please apply to humanresources@whyte.org with subject title: Meeting Assistant by June 27, 2022.