



Position Title: Executive Assistant & Schad Foundation Coordinator

Reports to: Executive Director & President

Date: Negotiable

About Earth Rangers

Earth Rangers is an award-winning non-profit organization focused on working with children to protect endangered species. Our long-term goal is simple: to protect enough natural habitats to ensure the lasting survival of all species in Canada.

Through our live shows, online community and national television presence, we communicate a positive, science-based message to millions of children each year about the importance of protecting biodiversity. Our Bring Back the Wild program inspires children to become directly involved in protecting critical habitats across Canada by providing an avenue for action.

About the Schad Foundation

The Schad Foundation is a private foundation focused on preserving, protecting and restoring the natural environment.

We are seeking an Executive Assistant & Schad Foundation Coordinator who will be responsible for administrative support for the Executive Director of the Schad Foundation and President of Earth Rangers. Duties will also include review of potential grants from the Schad Foundation.

Key Responsibilities:

- Directly coordinate the daily calendar, travel plans, expenses, tasks and correspondences of the President and Executive Director
- Review and administration of The Schad Foundation granting program
- Maintain files, office supplies and equipment maintenance
- Other duties and projects as assigned

Qualifications:

- Passion for the environment
- Excellent verbal and written communication skills
- Knowledge of Windows-compatible applications required
- Strong time management, organization and planning skills
- Proven ability to multi-task and meet deadlines consistently
- Self-motivated and uses own initiative to drive progress towards goals
- Highly effective working independently and within a team

Interested applicants please forward your resume to hr@earthrangers.ca