**JOB DESCRIPTION**:
Executive Assistant (NITV / Uvagut TV)

**Position Title:** Executive Assistant
**Organization:** NITV
**Location:** TBC
**Reports To:** Executive Director and Senior Director of Operations

**Position Overview:**
The Executive Assistant plays a key operational role in supporting the leadership of NITV / Uvagut TV. With professionalism, discretion, and cultural sensitivity, this position ensures the Executive Director is well-organized, responsive, and aligned with NITV’s mission. The Executive Assistant manages scheduling, communications, and day-to-day coordination, acting as a trusted liaison between the Executive Director and internal and external stakeholders.

This role requires a highly organized, adaptable individual who thrives in a fast-paced, dynamic environment and brings care and clarity to everything from travel planning to meeting preparation. Rooted in an understanding of Inuit values and community relationships, the Executive Assistant helps keep leadership efforts focused, timely, and impactful.

**Key Responsibilities:**

**Executive Support:**

* Manage the Executive Director’s calendar, appointments, and travel logistics
* Prepare briefing materials, agendas, and follow-up notes for meetings
* Coordinate Board and leadership communications and scheduling
* Track key deadlines and organizational commitments

**Administrative Coordination:**

* Maintain accurate records and filing systems for correspondence and documentation
* Support internal communications between departments as required
* Assist with special projects and reporting needs on behalf of the Executive Director
* Manage expense reporting and liaise with finance as needed

**Relationship Management:**

* Act as a point of contact for stakeholders, community partners, and collaborators
* Ensure timely and respectful communication with funders, government representatives, and community leaders
* Support event logistics and representation opportunities involving the Executive Director

**Qualifications:**

**Education:**
Post-secondary education in business administration, office management, or a related field is preferred

**Experience:**

* Minimum of 3-5 years of executive or senior-level administrative support experience
* Experience working in Indigenous, non-profit, or media organizations is an asset

**Key Competencies:**

* High level of discretion and professionalism in handling sensitive information
* Excellent organizational, time management, and multitasking skills
* Strong written and verbal communication abilities
* Comfortable with digital tools (calendars, video conferencing, email, and file sharing platforms)
* Culturally aware and respectful, with an understanding of Inuit values and working contexts
* Able to work both independently and collaboratively in a small, purpose-driven team

**To Apply:**
Please submit a cover letter and resume to tory@legacybowes.com.

*NITV is proud to be an inclusive employer that values and respects Inuit knowledge, culture, and perspectives, and is committed to building a workplace where diversity is welcomed and everyone feels they belong.*