

BOARD ASSISTANT

Fully Virtual – Ontario
18 Months Contract



3 years of minute taking and administrative experience

You absorb technical information and document it with accuracy and clarity.



Exceptional communication skills

You connect easily with others, listen and respond tactfully, and have strong planning skills when it comes to communicating and organizing meetings with multiple parties.



Advanced technical abilities

You are confident in your computer skills using MS Office, and communication tools like Teams and Zoom. Exposure to Board portals like Passageways OnBoard is preferred.



Is this role right for you?

If you can hear what is not being said and know how to read between the lines, then yes! We are looking for a self-starter who has a passion for building history of decisions through scrupulous record keeping. Someone who is forward-thinking and can identify key themes and how they fit in the big picture. This is a part-time position with some additional on-call hours during busy periods. A work schedule is provided in advance.



How to apply?

Send us your cover letter and resume to careers@wisetrust.ca!