

Executive Assistant

Job Description:

As Executive Assistant, you will be responsible for assisting the chair in maintaining all administrative materials (such as forms, contact information, guidelines, etc.). You will also be in charge of the public relations side of the event.

Essential Duties and Responsibilities:

- Maintain communication to ensure that all team members have appropriate documentation and access to relevant information;
- Attend all meetings and take detailed and accurate meeting notes;
- Assist the chair in administrative tasks such as responding to inquiries on our social media platforms and Contact email;
- Book meeting spaces for team meetings, speaker meetings, and other related events.

Qualifications:

- Highly organized and detail driven;
- Good writing skills
- Ability to communicate and work effectively with all levels of the TEDxUofT team;
- Work in a fast-paced and deadline oriented environment;
- Knowledge in using Google products (such as Drive, Docs, Calendar, etc.);
- Be able to maintain organized document control through cloud storage.

How to apply:

Please fill out the **TEDxUofT hiring form** [here](#) and email your cover letter and résumé to applications@tedxuoft.com by **June 30th, 2017**. Indicate the role you are applying for in the subject field.