Max Bell Foundation

105 12 Avenue SE, Suite 970
Calgary, AB T2G 1A1

EXECUTIVE AND ADMINISTRATIVE ASSISTANT
Full Time Position

Application Deadline: May 5, 2026

If you're self-motivated, well-organized, and care about making Canada better for all Canadians, this could be the opportunity for you.

Grant-making foundations have tremendous potential to help shape a better society. At Max Bell Foundation, we realize that potential by focusing on the roles charities play in shaping public policy in the areas of Health, Education, Environment, and Democracy. The organizations we get to work with and support make big contributions to improving our society.

Founded in 1972 and located in Calgary, we support charities across Canada with both direct grants and by offering a professional development program. We value inclusion, and the application of reason to evidence. You can find out more about us at www.maxbell.org.

We're looking for an Executive and Administrative Assistant to join our small and dedicated team on a full-time basis. The individual will play a key role in advancing the Foundation's impact, will develop strong relationships with colleagues and associates, and will have the opportunity for professional growth through coaching and training.

Have a look at the attached position description. If it gets you excited, we want to hear from you.

E-mail your application—an informative cover letter, your resumé, and salary expectations—to HR@maxbell.org. Make sure we get it by midnight MDT on May 5, 2026.

EXECUTIVE AND ADMINISTRATIVE ASSISTANT

General Requirements

The Executive and Administrative Assistant (EAA) has three roles, prioritized as follows: ensuring the smooth functioning of the President's office, planning and coordinating events, and supporting the granting program. The EAA contributes to a culture of collaboration and professionalism within the organization.

The ideal candidate will have 2-5 years of relevant experience. They will have the following qualifications and competencies:

- A post-secondary degree or diploma is considered an asset.
- Exceptional written and spoken communication skills.
- Impeccable discretion, diplomacy, and confidentiality.
- Attention to detail.
- Computer proficiency (at minimum with MS Word, Excel, and PowerPoint).
- Ability to work as a self-sufficient member of a small team.
- Ability to consistently meet deadlines, work flexible hours when required, and manage multiple priorities concurrently.

Responsibilities and Duties

President Support

- Manage scheduling and calendar coordination.
- Organize and prepare for meetings, including gathering documents and arranging logistics.
- Draft, review, and send communications on behalf of President, including briefing materials, presentations, and correspondence.
- Prioritize emails and respond when necessary.
- Coordinate travel arrangements.
- Assemble, digitize, and process expense reconciliations and reimbursements.
- Maintain various records and documents.

Event Planning and Management

- Meet with organizers to plan the scope and format of events, to establish and monitor budgets, and to review progress of events.
- Coordinate services for events, such as accommodation and transportation for speakers and participants, conference and other facilities, catering, signage, displays, translation, special needs requirements, audio-visual equipment, printing, and security.

- Organize registration of participants, prepare programs and promotional material, and publicize events.
- Plan entertainment and social gatherings for participants.
- Ensure compliance with required by-laws.
- Negotiate contracts for services, approve suppliers' invoices, maintain financial records, review final billing submitted to clients for events and prepare reports.

Grant Program Support

- Assist in coordinating the vetting of all new unsolicited grant applications and ensure an appropriate response is made to each applicant.
- Assist in managing the Foundation's online grants management program.
- Assist in monitoring the performance of grant recipients, reviewing and summarizing progress reports.
- Administrative duties including but not limited to: reception, mail, correspondence, and scheduling of meetings.

Compensation

The salary range for this position is $65,000-$75,000. Compensation will be commensurate with qualifications and experience. The Foundation offers a competitive benefits package, professional development opportunities, and a collegial working environment.

Other Details

- Our offices, and this job, are in Calgary, Alberta. We work in person in the office. All employees who have completed one full year of full-time employment with Max Bell Foundation are eligible to telecommute up to four days per month.
- The position requires flexibility for occasional overtime work.