

The Society of Jesus, whose members are known as Jesuits, is a Catholic religious order known for its dedication to education, social justice and spiritual formation. Founded in 1540 by St. Ignatius of Loyola, the Jesuits have a rich history of adapting their mission to the needs of their time.

Position: Executive Assistant and Corporate Secretary

The Jesuits of Canada are looking for an experienced Executive Assistant and Corporate Secretary to join their team. The Executive Assistant and Corporate Secretary is responsible for ensuring effective governance, legal compliance, and sound management of corporate and property records across its multiple corporate entities, Jesuit communities and apostolic works. This role supports the various boards of directors, committees, senior leadership, and members of the Society of Jesus in Canada by coordinating governance processes, maintaining statutory records, and advising on corporate and regulatory obligations.

Reporting to the Executive Director, Finance and Administration, and working in close collaboration with the Provincial Treasurer and Socius, the Executive Assistant and Corporate Secretary plays a critical role in safeguarding organizational integrity, supporting transparent decision-making, and ensuring alignment with civil and charitable requirements. The successful candidate will demonstrate respect for and alignment with the mission, values, and spiritual tradition of the Society of Jesus, and a commitment to serving the public good through effective governance.

Key Responsibilities

- Maintain corporate records, including articles, bylaws, registers of directors and officers, and governance policies;
- Maintain property records, including ownership, titles, deeds, and lease agreements;
- Ensure compliance with applicable federal and provincial legislation, including not-for-profit and charitable regulations;
- Coordinate statutory filings, annual returns, and corporate renewals;
- Support the development, review, and maintenance of governance policies and procedures;
- Monitor governance best practices and recommend improvements;
- Ensure policies and decisions are properly documented and accessible;
- Maintain a database of corporate and property records;
- Maintain a database of Jesuits' pension and personal tax information;
- Ensure effective document retention and archiving practices;
- Plan, coordinate, and attend board and committee meetings, including the preparation of agendas, briefing materials, and resolutions;
- Record, maintain, and securely store accurate minutes and official decisions;
- Provide administrative support for special governance projects and initiatives;
- Liaise with external legal counsel as required;
- Liaise with the local superiors of communities and directors of apostolic works;
- Work respectfully and effectively within the culture and mission of the Society of Jesus.

Qualifications and Attributes

- Diploma or certificate in governance, business administration, or a related field (or equivalent experience);
- Minimum of 5 years of relevant experience in a governance, legal and compliance, executive assistant or corporate secretary role, preferably in the nonprofit or charitable sector;
- Strong knowledge of Canadian not-for-profit governance and regulatory requirements;
- Experience working with boards of directors and senior leadership;
- Experience in a faith-based or mission-driven organization (an asset);
- Excellent organizational and documentation skills with strong attention to detail;
- Experience in the use of Salesforce (an asset);
- High level of discretion, integrity, and professionalism;
- Strong written and verbal communication skills;
- Ability to manage multiple priorities and deadlines;
- Sound judgment and ability to interpret and apply governance frameworks;
- Collaborative spirit and excellent interpersonal skills;
- Understanding of, and commitment to, the mission of the Catholic Church and the Society of Jesus;
- Fluency in French and English, both spoken and written.

Advantages and Benefits

- Permanent full-time position (35 hours/week);
- Competitive salary and benefits;
- Group insurance plan with dental coverage;
- Group RRSP plan with employer contribution;
- On-site parking.

This position is based in Montreal. Travel within Canada to various Jesuit communities and apostolic works may be required on a limited basis.

Apply now by sending your resume and cover letter to canrecrute@jesuits.org before May 22, 2026. We thank you for your interest in this position, however, only those with the desired profile will be contacted.