



## **Job Title: In-Person Assistant**

**Organization: The Philip Support Foundation**

**Location: Edmonton, Alberta, Canada**

**Job Type: In-Person (Event-based & studio/office support)**

**Compensation: To Be Determined (Based on experience & scope)**

**Reports To: Executive Director**

### **About The Philip Support Foundation (PSF)**

The Philip Support Foundation is a mission-driven organization committed to promoting mental wellness, restoring hope and empowering communities, we are seeking a reliable, detail-oriented In-Person Assistant to provide hands-on support to the Executive Director.

### **Job Summary**

We are seeking a reliable, detail-oriented In-Person Assistant to provide hands-on support to the Executive Director. This role is ideal for someone who is comfortable attending events, working behind the scenes with recordings, and supporting content creation in real time. The assistant will serve as a key support person during events, recordings, and select administrative or creative tasks.

### **Key Responsibilities**

- Attend in-person events with the Executive Director to record videos, photos, and live moments using a phone
- Assist with content recording sessions, including setup, timing, and ensuring smooth execution
- Support behind-the-scenes needs during events (coordination, reminders, and basic logistics)
- Help organize recorded content and transfer files as needed
- Provide general hands-on support before, during, and after events or recording sessions
- Be available on an as-needed basis, with flexibility around evenings or weekends when events occur

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Edmonton, Canada





## Qualifications & Skills

- Comfortable working in person and traveling to events when required
- Basic knowledge of video recording using smartphones or cameras
- Reliable, punctual, and highly organized
- Able to work independently and follow direction closely
- Professional, discreet, and adaptable in dynamic environments
- Prior experience as a personal assistant, media assistant, or content support is a plus (but not required)

## Time Commitment

- Approximately 15 hours per week
- Flexible schedule based on events, recordings, and project needs

## Compensation

- To be determined, based on experience and responsibilities

## Why Serve in This Role

- Make a meaningful impact at the leadership level of a growing non-profit
- Use your expertise to shape narratives that restore hope and promote mental wellness
- Serve with purpose while influencing lives and communities

## What We Offer

- Opportunity to make a meaningful impact
- Flexible work arrangements
- Supportive and mission-driven team
- Volunteer experience and compensation

## How to Apply

Interested candidates should submit their resume and cover letter detailing their experience and passion for the role to: [hr@thepsf.ca](mailto:hr@thepsf.ca) and cc: [info@thepsf.ca](mailto:info@thepsf.ca) with the subject line: **In-Person Assistant – (Your Name)**

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**Application Deadline: 15 February 2026**

Only Shortlisted candidates will be contacted.

The PSF is an equal-opportunity organisation and encourages applications from individuals of diverse backgrounds, including those with lived experience of mental challenges.

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