



PATHWAYS
EXECUTIVE SEARCH



SEARCH ASSOCIATE

Who We Are

We are changing the face of workplace leadership in North America and beyond—literally.

Pathways Executive Search is an international executive recruitment firm, known for its ability to attract and recruit talent in culturally grounded ways. Guided by Indigenous values and principles of Indigenous inclusion, Pathways walks with those looking to broaden candidate pools, find qualified and experienced candidates, and live out their values and commitment to creating workplace cultures where people can thrive.

Working with care for clients and communities.

Trust is at the heart of everything we do. Guided by Indigenous values and a commitment to inclusion, we ensure a fair, balanced, and culturally informed executive search process. Our team combines high professional standards with flexibility and responsiveness, always approaching our work with authenticity, humility, and compassion. With over 325 successful placements in the past seven years, we bring deep expertise and proven results to meet the unique needs of global Indigenous communities and their allies. We recognize and adapt to the diversity that exists amongst Nations in North America and worldwide.

Our Principles

At Pathways, we are committed to meaningful reconciliation between Indigenous peoples, communities, and broader society based on mutual respect and understanding. We deliver culturally grounded recruitment experiences for the individuals, organizations, and communities we serve, guided by seven core principles:

- Respect the history of Indigenous Peoples in Canada and globally.
- Champion positive social and economic development for Indigenous Peoples.
- Be allies to Indigenous Peoples in our workplace, in our conduct, and in all our business practices.
- Nurture positive, sustainable connections between Indigenous communities and the business world.
- Provide respectful, relevant, valuable, and timely professional services.
- Play our part in building a Corporate Canada that is free from systemic discrimination, structures, and practices.
- Do everything with open hearts, open minds, and love.



The Role - Search Associate

Under the direction of the Managing Partner or Principal, the Search Associate is a key member of our professional services team and will provide overall project support for executive search and research projects. They are responsible for planning and executing market analysis and research and are a key member of the project team throughout the search process. With a commitment to identifying the highest-quality candidates for our clients, the Search Associate works closely with the entire Pathways team, becomes an expert in using our internal systems, and follows our proven project management and service excellence model.

Working in a virtual environment, the Search Associate manages multiple projects simultaneously, conducts sector research and data management, writes candidate profiles, and may perform direct outreach to potential candidates when needed. They may support any project to maintain project pipelines, prepare proposals, and contribute to polished executive search documents, such as client and project reports, as required.

Compensation

Salary range of \$ 45k-\$55k, along with a competitive, holistic benefits package.

Requirements

This role is integral to Pathways' service delivery. The following list of activities provides a brief overview of the Search Associate role.

Client Interactions

- Participates in initial client meetings and stakeholder interviews to acquire information about projects and search assignments.
- Supports client presentations, including initial industry mapping and search strategies, as needed.

Document Writing and Development

- Develops, edits and delivers high-quality project reports, opportunity profiles, job descriptions, candidate long lists, interview guides, interview schedules, reference check summaries, candidate profiles, and other documents.

Research

- The Research Associate is expected to manage 6 - 8 search projects simultaneously and must be able to plan efficient, effective and deadline-driven workflows.
- Supports research and talent mapping for executive search projects.
- Develops initial target sector and company lists for clients' review and meetings.
- Proficiently utilizes our CRM and its database to bring accurate data and reports to all projects. This includes uploading pertinent documents received from candidates, companies, and industries (e.g., target companies, names and positions of candidates and sources, resumes, candidate covering letters and documents, and supporting assignment documents).

Interviewing

- Supports the search lead in coordinating interviews.

Organizational Development

- Participates in frequent team meetings and annual organizational strategic planning sessions. (virtual and in-person)
- Trains, mentors and works with new and existing team members, as needed.
- Recommends and contributes to continuous improvement, organizational processes and business development.
- Takes on internal assignments to support the whole organization, as needed.

Qualifications

The successful candidate is a motivated self-starter who works equally well independently or within a team environment. They possess the following key attributes and qualifications:

- A post-secondary education in business, commerce, administration, communications, or other relevant industry; an equivalent level of experience will be considered in lieu of post-secondary.
- Professional-level English writing skills are required for producing high-quality profiles and related material; French or Indigenous language skills would be an asset.
- Excellent written and verbal communication.
- Demonstrated research and analytical skills, proven experience in in-depth online research.
- Exceptional time management abilities; adaptable to changing workloads and priorities.
- Meticulous organizational skills and a drive for the successful completion of projects.
- Competence and comfort using modern technologies and business tools, including CRM software.
- Knowledge of business and human resource best practices is an asset.
- Knowledge of Canadian Indigenous communities and businesses is an asset.

Professional Competencies

- Energetic, goal-oriented and solution-focused.
- Meticulous, organized and thorough—has strong project management skills and an ability to prioritize and deliver on-time, high-quality work products.
- Communicative, collaborative and team-oriented—has an ability to work respectfully with a diverse team and client base.
- Responsive and adaptable—can adjust quickly to changing work demands.
- Has well-established knowledge of First Nations, Métis and Inuit communities and histories.
- Flexible to travel, work from home and/or work irregular hours, as required.





Application Process

Ready to step into a role where your work truly makes an impact? Energized by the idea of joining a dynamic team that's supporting the advancement of Indigenous leadership across Canada and beyond?

To apply, please submit a cover letter and resume in PDF format to Pathways Executive Search outlining your interest, qualifications, and experience.

Email: Applications@PathwaysExecutiveSearch.com, please include **Pathways - Search Associate** in the subject line.

To find out more about this exciting and meaningful opportunity, please contact:

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