

**Position:** Executive Assistant to Hoss Zaouali

**Location:** Hybrid (Toronto-based, with occasional travel required)

**Office Location:** 155 Queens Quay E, Toronto, ON, Canada

**Scheduling:** Full-time (35 to 40h/week)

**Compensation:** \$90,000 - 125,000 CAD annually + benefits

### **About Us:**

At [Voilà](#), we're not just imagining the future of education—we're building it. As a bold social enterprise, we operate at the intersection of impact and innovation through two interconnected entities with one shared mission. **Voilà**, our **non-profit organization**, partners with schools, communities, and governments to expand equitable access to education across Canada through community-driven programs and national initiatives. [ConnectED Labs](#), our **tech startup**, serves as our innovation engine—designing immersive, experiential learning tools using metaverse and AI technologies.

Together, we're on a mission to make learning more accessible, human, and engaging—whether it's through community-led initiatives or cutting-edge platforms. Join a mission-driven, fast-paced environment at the intersection of global leadership, social impact, and innovation.

**Position Snapshot:** Hoss Zaouali, international speaker and founder of the award-winning social enterprises Voilà Learning and ConnectED Labs, is seeking a highly capable and experienced Executive Assistant based in Toronto. This is a rare opportunity to support a visionary leader who is shaping the future of education and professional development through cutting-edge metaverse and AI solutions.

### **What You'll Do:**

- Lead global logistics for Hoss Zaouali's speaking engagements, including outreach, scheduling, travel arrangements, and contract negotiations.
- Support leadership operations across Voilà Learning and ConnectED Labs, helping coordinate initiatives, manage stakeholders, and move projects forward.
- Act as a strategic thought partner, assisting with decision-making and streamlining execution across a variety of tasks.
- Be the first point of contact for high-level communications and collaborations.
- Stay one step ahead to make Hoss's professional life smoother and more effective.

### **What You Bring:**

- 5+ years of experience as a senior executive assistant or chief of staff, ideally in a fast-moving, entrepreneurial environment.
- Strong judgment, diplomacy, and discretion when handling sensitive information.

- Excellent organizational skills, with the ability to manage complex schedules and multiple priorities.
- Confidence in negotiating and communicating with international partners and organizations.
- Passion for social impact, education, and innovation is a major plus.
- Must be a Canadian Citizen or Permanent Resident, eligible to work in Canada

### **Why join our team?**

- **Competitive salary of \$90,000 to \$125,000/year, based on experience**
- Comprehensive benefits package
- Opportunity to travel and build a global network
- Work with purpose in a values-driven environment
- Join high-profile, multi-million dollar projects partially funded by the Government of Canada, and collaborate with top-level education leaders, including provincial ministries and national education associations.
- Drive innovation and help shape the future of immersive education and teacher training.
- Grow with us: advance your career while making your mark on a nationally recognized initiative.
- Work remotely from anywhere in the world for up to 30 days per year.
- Be part of a diverse, mission-driven team focused on building equity in education and bilingualism across Canada.
- Enjoy flexibility, autonomy, and a supportive culture that prioritizes your personal well-being and professional voice.

*Learn more about our team and culture in this short video:*

<https://www.youtube.com/watch?v=GUjkHMsoLEU>

### **Equal Opportunity Statement**

Voilà is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or disability status.

**How to Apply: Interested candidates should fill out the application form in our website.**

### **Learn more about us:**

- Government of Canada Website: <https://www.canada.ca/en/canadian-heritage/news/2023/05/the-government-of-canada-invests-in-artificial-intelligence-and-teaching-french-as-a-second-language-from-early-childhood.html>
- CBC News: <https://www.youtube.com/watch?v=QoF-Br4u3kc>