

# LUX BIO

**POSITION:** Executive Assistant (Intern/Co-op Student)

**LOCATION:** Vancouver (Hybrid)

**TYPE:** Full-Time Contract (40 hours per week for 16 weeks)

**START DATE:** January 2<sup>nd</sup>, 2024

**END DATE:** April 30<sup>th</sup>, 2024

## ABOUT LUX BIO

At LUX BIO (formerly Nyoka), we are creating light from the future. We engineer proteins to generate safe, sustainable, and stable light. Our mission is to replace all uses of chemiluminescence and expand the possibilities of light. The chemiluminescence industry generates over 250 million tonnes of carcinogenic waste every year, all housed in single-use plastic. We can replace all that with our non-toxic and biodegradable technology. We are developing applications ranging from commercial fishing, healthcare, aerospace, entertainment, and more.

LUX BIO was founded in 2021 and is a cleantech startup powered by biotech. We are located in Vancouver and have a team of 16 across Canada that is growing quickly. We have inbound interest, repeat customers, and paid pilots with organizations such as NASA, Stellantis, BBC, Stanford, Canadian Coast Guard, Jet Propulsion Laboratory, and more. Additionally, we are supported by the University of British Columbia, Creative Destruction Lab, Brickyard, IndieBio, and SOSV - one of the world's leading venture capital firms. For more information about LUX BIO, please visit our website: [www.lux-bio.com/careers](http://www.lux-bio.com/careers)

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***Please note as you read through this job description: if you do not meet 100% of the skills or experiences listed below but believe this role is the right fit, we would like to hear from you!***

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## ABOUT THE POSITION

We are seeking an Executive Assistant to join our team at a pivotal moment. Our company is going through a growth spurt and we need a talented, motivated, and hungry individual who can help support our CEO and executive team with important work. As an Executive Assistant, you will play a crucial role in supporting our team during this exciting phase of growth. Your role will

involve managing schedules, coordinating meetings, and handling communication with key stakeholders. Your organizational skills and attention to detail will be vital as we expand our operations and navigate the challenges of a dynamic business environment.

## **WHO YOU ARE**

As an Executive Assistant, you are highly organized, proactive, and capable of managing complex schedules and tasks with ease. You possess excellent communication skills and the ability to handle confidential information with discretion. You thrive in a fast-paced startup environment and are adaptable to changing priorities. Your role will require you to work closely with the executive team, providing administrative support, and preparing reports or presentations. You are a problem-solver who can anticipate needs and provide solutions to ensure the smooth functioning of the executive office.

## **WHAT YOU BRING TO LUX BIO**

- Currently enrolled in a bachelor's degree program (at a Canadian university or college)
- Strong organizational and multitasking skills
- Excellent verbal and written communication skills
- Experience in handling confidential information with discretion
- Proven ability to work under pressure and meet tight deadlines
- Strong proficiency with computers and software
- A proactive approach and the ability to work independently as well as part of a team
- Must be Canadian Citizen, Permanent Resident, or hold Canadian Refugee status for government funding eligibility

## **NICE TO HAVE**

- Currently pursuing a bachelor's degree in business, management, or a related field
- Previous internship experience as an executive assistant or a related role
- Previous experience in a startup or fast-growing company
- Knowledge or interest in sustainability
- Natural desire to learn, grow, and develop - personally & professionally
- Speak another language fluently (bonus for Mandarin, Arabic, Portuguese, Japanese, Hindi, Russian, French, and Spanish speakers)
- Ability to communicate in (science) memes is considered a major plus

## **WHAT YOU NEED TO BE SUCCESSFUL**

- Exceptional organizational and time-management skills to effectively manage everything from schedules, to events, and even travel arrangements

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- Strong communication skills to effectively communicate with executives, team members, and external stakeholders
- Attention to detail in preparing and reviewing documents, reports, and presentations
- Professional and confident demeanor in representing the company in various settings
- Strong note taking skills
- Adaptability and flexibility to accommodate changing business needs and schedules
- Discretion in handling confidential and sensitive information
- Strong characteristics of honesty, trustworthiness, and integrity
- Extreme rigor, organization, and attention to detail
- Passion for sustainability, the environment, and fighting climate change
- Team player who thrives in a dynamic & ambiguous startup environment
- Entrepreneurial spirit & approach to accomplishing tasks with minimal resources
- Ability to prioritize, manage your time, take minimal direction and get things done
- Demonstrated empathy and respect for yourself and others
- Proactive with self-care and stress management
- Ability to take initiative and work autonomously

## **RESPONSIBILITIES**

- Provide comprehensive administrative support to the executive team, including managing calendars, scheduling meetings, and organizing travel arrangements
- Prepare and edit correspondence, communications, presentations, and reports
- Attend meetings, take notes, and help with meeting logistics, follow-ups, and action items
- Provide support on special projects and initiatives led by the executive team
- Manage and facilitate internal and external communications, acting as a liaison between the executive team and other stakeholders
- Coordinate and organize company meetings and events
- Assist with office organization and inventory management
- Assist in project management and follow-up on project deadlines and deliverables
- Handle confidential information with the utmost discretion
- Perform data entry and basic data analysis tasks as required
- Prepare and proofread documents, reports, presentations, and other materials for the executive team
- Collaborate with various departments to support overall company objectives
- Continuously seek opportunities to improve administrative processes and procedures

## **COMPENSATION, BENEFITS, AND PERKS**

- \$18-22 CAD/hour (40 hours per week for 16 weeks)
- Paid days off for birthdays (no one wants to work on their birthday)
- Hybrid position (flexibility to work from home when possible)
- Flexible workplace that believes in work-life balance

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- Opportunities for growth, learning, and development
- Career advancement - ascend with us to new heights, roles, and responsibilities
- Quarterly town halls followed by team lunches, dinners, and/or outings
- LUX BIO swag & product samples (to do whatever you want with)
- Be a part of a mission-driven company that helps people, animals, and the planet
- Capitalize on the unique opportunity to build something futuristic from the ground up, make a lasting mark in your field, and change the world :)

## **DIVERSITY, EQUITY, AND INCLUSION**

LUX BIO's leadership team is diverse and is deeply committed to diversity, equity, and inclusion in all of its practices - especially when it comes to growing our team. Our culture promotes inclusion and embraces how rewarding it is to work with people from all walks of life.

We recruit LUX BIO team members based on who you are as an individual — regardless of race, ethnicity, sexual orientation, gender identity or expression, lifestyle, age, national origin, religion, and mental or physical ability. We are an equal opportunity employer - let us know if you are eligible by noting in your cover letter or email correspondence.

## **HOW TO APPLY**

Email Chip at [chip@lightbynyoka.com](mailto:chip@lightbynyoka.com) with your resume and cover letter!

***HESITANT TO APPLY?*** Even if you do not meet 100% of the skills or experiences listed above but believe this role is the right fit, we would still like to hear from you! :)

Thank you for your time, consideration, and interest!

- Paige Whitehead, Co-Founder & CEO of LUX BIO