



Internal & External Posting

September 24, 2024

Position: Executive Assistant

Employment Status: Full-time, Permanent

Salary Range: \$46,000.00 to \$58,000.00 Annually. Compensation within the salary range will be based on years of experience, skills, and qualifications.

Reporting to the Senior Management Team but ultimately responsible to the Executive Director, the Executive Assistant is responsible for performing administrative duties as required by the Executive Director, Senior Management Team, and the Board of Directors.

Responsibilities:

1. Provide confidential support to the Executive Director, Senior Management Team, President of the Board of Directors, and other Board members as required.
2. Prepare and update all Board-related materials and maintain the Board of Directors SharePoint site.
3. Prepare and distribute agendas and other written materials for the Board of Directors.
4. Responsible for minute taking, writing, and distribution of the minutes for the Board of Directors, Management Team meetings, and other community meetings upon request from senior management.
5. Reserve meeting rooms and coordinate catering for all Board and Committee functions.
6. Maintain Agency Policies and Procedures on SharePoint.
7. Provide support and coordination for agency special projects, meetings, training events, and functions as assigned.
8. Attend and participate in team meetings, staff meetings, training sessions, and other meetings requested by the Executive Director and Senior Management Team.
9. Coordinate maintenance for office facilities and equipment.
10. Coordinate with different streams to gather data, enter new information, and update outdated information.
11. Maintain and update databases, SharePoint, HCD-ISCIS, and agency website.
12. Process and organize data, preschool speech, and language statistics, and prepare relevant progress reports.
13. Coordinate file disclosure activities.
14. Offer assistance to the finance administrator and Human Resource supervisor as necessary.
15. Must be accessible whenever on duty by cell phone.
16. Carry out other duties as may be assigned from time to time.
17. Follow the outlined rules and regulations of the Occupational Health & Safety Act (OHSA) and promote and practice safe working conditions to avoid potential injury or harm to self, any employee, or child/family in receipt of services. As a manager, take every precaution reasonable to protect workers, including ensuring workers work in compliance with the OHSA, follow all health and safety policies, and use any personal protective equipment required by the employer.

Key Qualifications:

1. Graduate of a Community College Office Administration program
2. Minimum of four years of experience in an Administrative Assistant position with experience supporting management and/or Board of Directors.
3. Experience handling confidential and sensitive material with discretion.
4. Proficiency in the use of Microsoft Office and Adobe applications. Specifically, Excel and SharePoint.

5. Excellent organizational, communication, and interpersonal skills and professional telephone manners.
6. The ability to work effectively and productively as a member of a team.
7. The ability to work independently, and to organize time and resources effectively.
8. The ability to take positive initiative.

We value the opportunity to provide equitable employment opportunities and accessible employment practices for all communities, including but not limited to persons with disabilities, Indigenous persons, 2SLGBTQ+ individuals, francophones, members of identified visible minority groups, and racialized communities.

Applicants with disabilities may request accommodation at any point in the recruitment and hiring process.

Hours of Work: 35 hours/week. The agency's regular hours of operation are from 8:30 a.m. to 4:30 p.m., Monday to Friday. Flexibility is required to meet service needs.

Closing Date: October 7, at 4:30 pm.

Please forward your cover letter and resume clearly stating how your skills and experience meet the position requirements to Rizz Khaliq, Human Resources Supervisor

E-mail: careers@children-first.ca

Website: www.children-first.ca

Thank you for considering a career with Children First. Please note that only candidates selected for an interview will be contacted.

Current Supervisors of internal candidates will be contacted for reference, past Performance Appraisals, and a random selection of files may be reviewed as part of the selection process.