



The Children's Aid Society
La Société d'aide à l'enfance
Sudbury & Manitoulin

JOB POSTING
NON-BARGAINING UNIT VACANCY

Classification	Dept/Division/Location	Perm/Temp
Executive Assistant	Executive Office	Permanent

Salary Range: \$61,881.00 - \$75,065.00 annually

JOB FUNCTION

Reporting to the Chief Executive Officer, the Executive Assistant plays a critical role in supporting the executive leadership and governance functions of the organization. This position provides high-level administrative assistance to the CEO and Board of Directors while facilitating communication and coordination between various stakeholders. The Executive Assistant leads, coordinates and supports the administrative work of the Executive Office, on a wide variety of complex, sensitive, and confidential matters. The Executive Assistant will initiate, coordinate and provide oversight of the high-level administrative work associated with the CASDSM Senior Management Team, CASDSM Board of Directors and Board Committees, and Executive level committee meetings.

The Executive Assistant works independently in a proactive and proficient manner, using good judgement to both lead and support the work of the CEO, and communicate with all levels of stakeholders (internal and external) to ensure transparency and accountability.

QUALIFICATIONS

EDUCATION:

- Post-secondary education in business, office management or related field or equivalent experience

EXPERIENCE:

- 5+ years' experience in a senior administrative position, preferably working with diverse stakeholders in human services, not-for-profit or government environment
- 5+ year's experience in Board of Director governance
- 2+ years' experience in project management

DUTIES & RESPONSIBILITIES:**1. Lead, coordinate and support the administrative and visionary work of the Executive Office:**

- Manages the CEO's calendar, schedules appointments, and coordinates meetings,
- Oversees the Chief Executive Officer's schedule, including oversight of travel and logistical support for meetings, events and public engagements ensuring efficient use of time and resources.
- Receives, screens, prioritizes, directs or responds to incoming communications to the CEO including telephone calls, e-mails and mail.
- Serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the CEO, including those of a highly confidential or critical nature.
- Supports the CEO by proactively addressing any emerging or sensitive issues in a timely manner and providing background information as needed
- Leads and oversees initiatives undertaken at the CEO's request
- Handles sensitive and confidential information with discretion and professionalism.
- Prepares and edits correspondence, communications, presentations, and other documents on behalf of the CEO.
- Coordinates Directors' team meetings by soliciting agenda items, preparing agendas and minutes, maintaining records and monitoring follow up.
- Assists where appropriate in the coordination, integration and implementation of decisions of the Directors' team.
- Identifies, tracks and monitors key strategic and operational drivers discussed at all meetings within the Executive Office and connects the relevance of these against matters arising from other meetings and initiatives.
- Undertakes research for the CEO and the Directors' team as required, analyzing and synthesizing information and where appropriate, proposing processes and solutions.
- Conducts research and compiles data to support decision-making processes.
- Provides ongoing support, research and documentation for the CEO's involvement in committees and working groups.
- Undertakes research and preliminary work on special projects as assigned by the CEO.

2. Provides senior level administrative support to the Board, its Committees and other governance functions of the Association:

- Provides leadership and oversight of Board of Director governance functions
- Coordinates all logistics for Board meetings including scheduling, venue arrangements, oversight of travel and preparation of meeting materials.
- Coordinates the preparation of agendas; ensures timely production and distribution of supporting documents; records and minutes of meetings.
- Attends Board meetings, take minutes, and distributes them to Board members in a timely manner.
- Assists in the preparation of Board reports, presentations, and other materials as needed.
- Maintains accurate records of Board activities, including resolutions, policies, and official documents.

- Works with the CEO to ensure compliance with legal and regulatory requirements and organizational standards.

3. Communication Liaison:

- Coordinates administrative relations and communications for the Executive Office and the Board.
- Coordinates and/or assist the CEO with communications with senior management, internal and external stakeholders, and Board members.
- Maintains a complete and accurate record of the proceedings of every meeting of the Board and its various committees; tracks decisions and documents progress.
- Supports the development and maintenance of Board Policies and Bylaws.
- Serves as the primary point of contact for internal and external stakeholders seeking access to the CEO or Board of Directors.
- Ensures that information relating to the Executive Office, the Board and its Committees, and CASDSM is complete, accurate and available for CASDSM's website and publications.
- Collects, collates and provides information in response to requests from members or other key stakeholders.
- Facilitates communication between the CEO, Board members, staff, volunteers, and external partners.
- Translates documents, emails, and other communications between English and French as required.
- Independently composes, proofreads and edits a variety of documents, including emails, letters, memos, reports and minutes. Corresponds with a variety of stakeholders, including CAS members, Board members, government officials and internal employees

4. Administrative Support:

- Manages and prioritizes incoming inquiries, emails, and requests for the CEO and Board of Directors.
- Coordinates travel arrangements, accommodations, and itineraries for the CEO and Board members.
- Maintains filing systems, databases, and records in accordance with organizational standards.
- Maintains, organizes and manages corporate records and information (e.g., Minutes, By-Laws, correspondence) for the Executive Office.
- Develops and maintains filing systems which includes the maintenance of reference, statistical and information files and bring-forward systems.
- Assists with special projects, events, and initiatives as assigned by the CEO or Board of Directors

5. Performs other related duties as required.

REQUIREMENTS:

- Ability to strategically interface effectively with all levels of management, staff, governance, members and external stakeholders;
- Excellent problem-solving skills and initiative to identify and resolve problems and issues; proactively and proficiently;
- Ability to work well under pressure of deadlines while maintaining a high-quality standard of work;
- Ability to multitask, with attention to detail and accuracy;
- Ability to navigate work in a fast-paced environment with changing priorities;
- Ability to prepare accurate documents in a timely fashion, including collation of complex materials;
- Excellent organizational skills through proven ability to organize workload, determine priorities and accept personal responsibility for the completion of tasks;
- Confidence to make independent decisions, within defined guidelines, with a willingness to take direction;
- Willingness to be part of a team, assisting other team members to ensure an effective and efficient operation;
- Strong interpersonal skills (tact, discretion, judgment, poise);
- Demonstrate discretion and experience handling confidential or sensitive information;
- Excellent communication skills, both written and verbal;
- Strong writing and proofreading skills, including knowledge of correct grammar, spelling and punctuation, to draft and/or proofread emails, letters, memos, reports, etc.;
- Preparedness to work flexible hours as required;
- Proficiency in the use of MS office products (Word, PowerPoint, Excel and SharePoint);
- Proficiency in the use of MS Teams for virtual conferencing, communication and tracking of decisions;
- Knowledge of basic budgeting to monitor expenditures and prepare expense reimbursements.

ASSETS:

- Bilingual English/French
- Knowledge of Child Welfare sector and legislation governing/impacting the sector
- Knowledge of equity, diversity and inclusive practices

Interested applicants must submit an updated resume directly to:

Human Resources
Jordan.Jackson@casdsm.on.ca