



Our Mission

Families and Communities Keeping Children and Youth Safe, Nurtured and Strong

The Agency

We are a progressive multi-service child welfare agency committed to service excellence in the provision of child protection, youth justice and early intervention services. Located in the Near North we provide the opportunity to combine the career and lifestyle of your choice.

EXECUTIVE ASSISTANT

Permanent / Full-Time

The Children's Aid Society of the District of Nipissing and Parry Sound is looking for an Executive Assistant to provide support to the Executive Director, the Senior Management Team and the committees they coordinate. An organized critical thinker with excellent communication, editing and prioritization skills, this individual will prepare reports, documents, coordinate meetings, make travel arrangements, and participate in special projects. This position involves working flexible hours, including some evenings.

Qualified applicants should have:

- Diploma in Office Administration or equivalent.
- Minimum of 5 years relevant experience.
- Valid Ontario Driver's Licence, 5 year certified Driver Abstract and vehicle required.
- Police Record Check with Vulnerable Sector Search required.
- Bilingualism (English/French) is an asset.

General Skills and Attributes:

- High degree of professionalism and confidentiality.
- Technical skills in such software as Microsoft Word, Power Point, Excel, Lotus Notes, as well as various types of office equipment.
- Experience working with Senior Executives and Board of Directors preferred.
- Excellent organizational and problem solving skills.

Salary for this position will commensurate with qualifications and experience.

Qualified Applicants may forward a detailed resume and cover letter by May 29, 2016 to:

**Human Resources
433 McIntyre St. West
North Bay, ON, P1B 2Z3
FAX (705) 667-0201
hr.information@parnipcas.org**

**We appreciate your interest; however only those selected for an interview will be contacted.
Applicants requiring accommodations for the interview are asked to make such requests when contacted
for an interview.**

The Children's Aid Society for Nipissing and Parry Sound is an equal opportunity employer.