



Peel Children's Aid is a progressive child welfare agency serving children and their families throughout the diverse communities of Peel Region.

At Peel CAS, our mission is to protect children and strengthen families and communities through partnership. We are currently seeking the following professional to join our team:

PCAS16-043 - CPIN Project Administrator

(11 Month Contract)

Summary of Duties and Responsibilities:

The position will report to the CPIN Change Management Lead and will be working closely with the CPIN Project Manager. This position is a multi-faceted support position that includes responsibilities which span across office administration, coordination and project support. The selected candidate must be able to thrive in supporting interactions with CPIN implementation team members with an aptitude for problem management and solutioning while being creative with supporting a project execution discipline, assisting CPIN local project team in coordinating internal and external communication (i.e. Ministry Deployment Team and other CPIN agencies). Prioritizing, scheduling, implementing all tasks with a sense of urgency, meeting timelines and deliverables are keys to success while maintaining the highest level of confidentiality and ethics.

Principle Responsibilities:

- **Scheduling management.** Including managing very active calendar(s), scheduling meetings and creating agendas when applicable. Ensures sufficient time allotted in schedules to address top priority initiatives, as well as timely materials collection and distribution. Will require learning of the business and prioritizing meetings to avoid conflicts and over scheduling of internal and external stakeholders.
- **Administrative task management and coordination.** Assist with arranging internal and external meetings and trainings as required. Creates timely and accurate meeting minutes and reports; responsible for placing orders for relevant business needs; ensures timely payment of invoices. Setup a preparation of large meetings and coordination of off-site meetings as necessary.
- **Assist with managing correspondence.** Providing high-level administrative support by preparing correspondence, arranging conference calls and meetings, coordinating correspondence, and facilitating meetings as required. Plans, prepares and coordinates presentations and related materials, ensuring that they are creative, succinct, appropriate for the audience, and clearly articulate the strategy and intent of the correspondence both internal and external.
- **Creative and Analytical.** Creating organized, well designed and professional looking PowerPoint presentations and Word documentation is a must. Active review of communications including but not limited to proof reading, drafting and formatting is required. This also includes participating in meetings where whiteboards and other notes need to be formalized into communication material. Must be able to read and analyze data in excel and other tools to create summaries for executive review.



- **Follow-through.** Requires recording minutes at meetings and extensive follow-up to manage tasks that arise from multiple meetings. Distribute and follow-through with communications or materials to internal stakeholders or sponsors in a timely and professional manner
- **Collaboration.** Supporting cross-collaborative projects between the stakeholders, both external and internal.

Qualifications:

- Post secondary diploma in office/business administration, social services, or related
- 3-5 years related experience

Required Knowledge & Experience:

- Extremely proficient user of Microsoft Office (Excel, Word, Outlook, Visio, PowerPoint and Project)
- Child welfare knowledge and experience desired
- Excellent written and verbal communication skills
- Ability to work independently, as well as multi-task and prioritize effectively; must work well under pressure to ensure goals accomplished on-time and accurately Good organizational and time management skills
- Must be resourceful, proactive self-starter with the ability to think ahead
- Ability to be a source of support as the agency implements Child Protection Information Network.
- Must have a customer-centric thought process
- Must be able to interact effectively with all levels of the organization
- Strong organization and communication skills (verbal and written)
- Ability to exercise discretion, judgement and work independently without requiring a lot of direction, with a high degree of initiative and creativity in problem solving.
- Must be willing and able to work flexible hours when necessary
- Proficiency in the French language considered an asset

Salary Grade: 12 Non-union (\$48,027 - \$59,407)

If you care deeply about the welfare of children and want to work in a dynamic and challenging environment, we'd like to hear from you.

Please submit your cover letter and resume indicating the competition number "PCAS16-043" via email to resumes@peelcas.org by May 31, 2016.

We offer a competitive remuneration and excellent benefits package.



We thank all candidates for their interest however only those considered for an interview will be contacted.

Peel Children's Aid is committed to diversity in the workplace and is an Equal Opportunity Employer. Should you require accommodation during the recruitment and selection process, please inform human resources so that we can ensure your equal participation in this process.

Please visit our website at www.peelcas.org