



Assistant to Director of Services (Scheduler) One-Year Contract Position

Highland Shores Children's Aid is committed to ensuring the safety and promoting the well-being of our community's children in partnership with their families and community resources. If you care deeply about the welfare of children and want to work in a dynamic environment, we would like to hear from you.

Reporting to the Executive Assistant, and as a member of the Senior Administrative Assistant Group, the Assistant to the Director of Services, commonly referred to as the Scheduler, provides administrative support to the Senior Leadership Team primarily in the form of scheduling meetings, and associated tasks. The Scheduler is also responsible for administrative tasks as assigned within the Senior Administrative Assistant Group and will perform other duties consistent with the job classification.

Required Qualifications, Knowledge, Education and Skills:

- Diploma from a two-year accredited community college program, specializing in business or office administration - executive level or equivalent.
- A minimum of five years of related experience or a proven combination of academic training and work experience at a senior administrative level.
- Prior experience working with a Board in a not-for-profit organization.
- Excellent administrative skills including advanced level of proficiency and speed in computer software including MS Word, Excel, Access, Publisher and PowerPoint as well as proficiency in Outlook software and social media applications.
- Strong interpersonal skills as well as strong oral and written communication skills.
- Professional demeanour with demonstrated ability to exercise tact and discretion in handling information and complaints of a highly confidential and sensitive nature.
- Demonstrated ability to efficiently prioritize, manage and balance changing activities and competing work demands; work proactively under pressure and time constraints.
- Strong analytical thinking and judgment to manage complex problems and effectively find solutions.
- Demonstrated ability to work independently and collaboratively within a team.

We offer a competitive benefits and compensation package and opportunities for professional development.

Please apply in writing, (e-mail applications are preferred) by August 5, 2016 to:

Human Resources

Highland Shores Children's Aid

363 Dundas Street West, Belleville, ON K8P 1B3

Fax: (613) 962-7036, Email: human.resources@highlandshorescas.com

We are an equal opportunity employer and welcome applications from all qualified candidates. Accommodations throughout the recruitment and selection process are available upon request.

We thank all applicants for their interest; however, only those being considered will be contacted.