

CAREER OPPORTUNITY



Administrative Assistant **Administrative Job Class** *Temporary – Ten Months* *\$48,218-\$57,862*

The **Executive Office** of the Catholic Children's Aid Society of Toronto is seeking a self-motivated, well-organized, enthusiastic individual to assist in all aspects of administrative work for the Executive Office, including providing some administrative support to the Pastoral Consultant.

The incumbent will have demonstrated ability and initiative to learn new software applications (i.e. Microsoft Office), to work independently on projects, from conception to completion, and must be able to work under pressure at times to handle a wide variety of administrative activities and confidential matters with discretion.

This position reports to the Executive Assistant to the Executive Director.

Duties Include:

- Coordinates executive time management activities for the Executive Office including scheduling/rescheduling/cancelling a high volume of appointments, meetings, presentations and events for the **Executive Director and the Pastoral Consultant**;
- Manages and updates appointment books and computerized calendar management systems (i.e. Lotus Notes and Doodle), and reviews scheduled appointments with Supervisor on a weekly basis; including arrangements and bookings for executive travel and accommodations to attend conferences, and other as required;
- Sets meeting dates, in consultation with Supervisor, for Executive Team, Senior Leadership Team, Board of Directors, Board Committees (*Executive, Finance, Nominations, Quality*) and keeps an updated schedule of these meetings;
- Coordinates/organizes logistical arrangements for meetings hosted by the Executive Office and the Pastoral Consultant;, including booking various on-site and off-site meeting rooms, arranging for special equipment and hospitality, and resources materials/presentation and preparing and distributing agendas and related background materials;
- Uploads Board Meeting and Board Committee Meeting materials to Diligent Boardbooks for meetings;
- Updates to the Orientation Manual, maintenance of the Board Minute Book and managing the database in Lotus Notes;
- Liaises as required with management and staff across CCAS, the CCAS Board Chair/members, executives of other agencies, government officials and a broad range of external stakeholders to identify purpose/nature of meeting requests;
- Ensures inquiry/action requests are handled discreetly/confidentially, quickly and accurately, adhering to appropriate CCAS client service processes, practices and standards;
- Provides support related to the research, coordination, compilation and written report/summary of all required background information/documents to support the daily meeting schedules/work of the Executive Director and prepares daily briefs, administers "bring forward" files for specific meetings and takes minutes as requested by Supervisor;
- Provides technical support and participates on project teams for the development and implementation of computerized business processes and applications for the establishment of effective, efficient and stream lined electronic corporate information management structures/systems (e.g. corporate file management and calendar management);





- Files and retrieves documents: scanning/archiving documents (*addressing backlog and ensuring filing is well maintained*);
- Develops, updates and maintains an Executive Office Procedures Manual;
- Provides general administrative services for the Executive Office and Pastoral Consultant, including drafting/writing general correspondence, opening, date stamping incoming mail, logging disposition and referring for action as required and ordering office supplies and ensures the Executive Office is organized as required;
- Works in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation;
- Performs other duties as assigned.

Qualifications Required:

- Post Secondary education or a combination of experience and education with some experience in a similar capacity;
- Knowledge/experience of administrative protocols, processes, techniques and procedures in schedule/reschedule a high volume of competing appointments, meetings, presentations and events;
- Demonstrated ability to Determine/negotiate meeting priorities based on own knowledge of current CCAS programs and priorities;
- Good written communication skills required to compose a variety of correspondence; experience with minute taking;
- Computer skills and confident ability with a variety of PC applications, including Windows, Word 7.0, Access, Excel (spreadsheet), Powerpoint, AS/400, Lotus Notes and DRS and office equipment (fax, photocopier and audio-visual);
- Excellent interpersonal skills required to interact with a wide variety of people and successfully resolve issues;
- Excellent verbal, written and listening communication skills and interpersonal skills in order to work effectively with individuals and groups from a variety of diverse communities and to resolve conflict in an effective manner;
- Accurate typing skills, minimum 60 wpm, good capacity for detail and above average accuracy in documentation, minute-taking and proof reading skills;
- Demonstrated ability to work independently and inter-connectedly with a team and to use initiative in a fast paced environment;
- Ability to use sound judgement and tact to address a range of issues and problem solve;
- Forward looking and positive attitude who actively seeks opportunities and purposes solutions;
- Demonstrated understanding of Society's Health and Safety Policies and Procedures and relevant legislation;
- Demonstrated understanding, and commitment to, integrating the values in the CCAS Mission Statement, the principles of equity, justice, non-discrimination and accessibility into practice, service delivery and team relationships.

file #

E- 16- 060 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: September 28, 2016

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance at hrs@torontoccas.org