



CAREER OPPORTUNITY

Guided by Catholic values and teachings we serve children and youth within the Hamilton community by protecting their safety and well-being, strengthening their families, and nurturing lifelong relationships.

Catholic Children's Aid Society of Hamilton seeks interested and qualified applicants for:

Executive Assistant Full time, Permanent

Reporting to the Executive Director, the Executive Assistant is responsible for providing effective and efficient administration to the Office of the Executive Director and the Board of Directors (and its Committees) at the Catholic Children's Aid Society of Hamilton (CCASH). The Executive Assistant is also responsible for supervision and scheduling of the agency's reception staff (Under review).

The Executive Assistant acts as a liaison between the Board of Directors and the Senior Leadership Team (SLT), and manages all Board, Board Committee and key management meeting logistics. The Executive Assistant accurately records all meeting minutes ensuring that they reflect actions taken during each meeting. Working in conjunction with the Executive Director and the Communications Specialist, the incumbent will also be responsible for preparing and distributing communications to the Board of Directors, staff and other key stakeholders.

Required Qualifications

- Post-Secondary education in Business/Business Administration Program and Communications (or equivalent)
- Preference will be given to a bilingual French candidate
- Minimum five years' experience in a senior level administrative role
- Minimum 5 to 7 years' experience dealing with Boards of Directors and corporate governance experience.
- Excellent knowledge of administrative functions and processes
- Administrative knowledge of Child and Family Services Act and its regulations and standards
- A solid knowledge of relevant CAS/industry computer applications, i.e., CWIS, CPIN
- A satisfactory Police Records Check is required
- Valid Driver's License and access to a reliable motor vehicle with appropriate business class liability insurance is required

Key Responsibilities

- Excellent ability to use MS Office applications (e.g. Word, Excel, Outlook, PowerPoint, Publisher, etc.)
- Solid written, oral communication and interpersonal skills providing constructive, meaningful and timely interaction with all levels of staff and the public.
- Ability to think analytically with attention to detail in the presence of frequent interruptions
- Solid ability to make decisions and choices of action, often in urgent situations
- Excellent understanding and commitment to quality service and best practice
- Highly detail-oriented
- Accountable for own actions and decisions, making decisions within the scope of the position and referring issues/problems/events to the manager as required
- Flexible, adaptable and responsive to change
- Ability to deal with highly sensitive and personal information in a confidential manner
- Solid ability to analyze information, problem-solve and make good decisions

Catholic
Children's Aid Society
of Hamilton



Société d'aide à l'enfance
catholique
de Hamilton

- Self-directed with an excellent ability to organize, plan, prioritize and multi-task
- Acts with integrity, trustworthiness humility, transparency and compassion
- Ability to work with and meet tight timelines
- Some evening and weekend work may be required.
- Comply with health and safety policies and the Ontario Health & Safety Act.
- Committed to anti-oppression values of justice, equity, respect of the beliefs and traditions of others.
- Committed to Society values of Success for Children, Youth & Families, Service Excellence, Integrity, Human Dignity & Respect, Communication & Collaboration, Compassion, Shared Accountability and Our Team.

We offer attractive benefits, with experience based remuneration.

Please apply in writing or e-mail to the attention of: hr@hamiltonccas.on.ca or 735 King Street East Hamilton, ON L8M 1A1

We are an equal opportunity employer and are committed to building an inclusive process that respects the dignity and independence of people with disabilities.

If you require a disability related accommodation in order to participate in the recruitment process, please inform Human Resources at 905-525-2012 ext. 3377.