



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

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

Executive Assistant (Parent and Child Capacity Building Branch)

Full-Time Permanent

Provides a complete range of administrative and support services to the Service Directors of PACCB. This position also provides coverage to the other Executive Assistants reporting to the Chief Executive Office.

***This is a confidential position.**

PRINCIPLE RESPONSIBILITIES

1. Assists the Director(s) in preparing professional quality reports, analyses and presentations, using a variety of software packages and systems.
2. Planning and coordinating a range of internal and external meetings (manages electronic calendar) on behalf of the Director(s), preparing required materials (e.g. agendas, minutes, correspondence) and supports (e.g. equipment)
3. Communicates both internally and externally on behalf of the Director(s) as required, using discretion and judgment with regard to information conveyed and action/referral required.
4. Administering and organizing records for the Branches (e.g. email groups, branch membership, etc.) and archiving information accordingly.
5. Supports the Director(s) in monitoring department budgets and expenses.
6. Organizes and supports special and external events for the Director(s), and supports the other Executive Assistants in preparing for special and external events as required.
7. Act as a resource for inquiries from the general public and for the Society re: The Society's programs and services
8. Provide coverage for other executive assistants as required
9. Answers calls, as required for general client inquiries and departmental coverage.
10. Provides back up to Admin team in PACCB branch, for example telephone coverage.

JOB SPECIFICATIONS/COMPETENCIES

1. Computer literate and excellent word processing skills with advanced knowledge and skill with respect to a variety of software packages, including Microsoft Word, Power Point, and Excel.
2. Exceptional communication and interpersonal skills to respond to a variety of internal and external inquiries on behalf of the Director(s), Branches and departments.
3. Proven ability to deal effectively with all levels of the organization as well as external stakeholders.
4. Extremely detail oriented with a high level of accuracy and follow-up.
5. Ability to work a flexible workday, i.e. evenings meetings, etc.
6. Knowledge of French is considered an asset.



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QUALIFICATIONS:

Education: Diploma in office administration

Experience: Minimum of 4-5 years related experience

HOURS OF WORK: 9am-5pm, Monday to Friday, however working hours may vary and applicants must be flexible to work outside of standard office hours

SALARY: 59,447 - 75,181

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 resume via email quoting "PCAS18-039" on the subject line to: resumes@peelcas.org by April 24, 2018.

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

Peel Children's Aid 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