



ASSOCIATION OF NATIVE CHILD AND FAMILY SERVICE AGENCIES OF ONTARIO

JOB POSTING:

EXECUTIVE ASSISTANT

You are multi-talented professional seeking an opportunity to apply your skills and experience in a dynamic and growing field. As a disciplined and organized team player, you want to assist high-level executives and board members to coordinate efforts and achieve excellent results. You are in tune with the pulse of the organization, anticipate organizational needs, and thrive on executing key tasks to maintain ongoing administrative efficiency.

Reporting to the Executive Director, the Executive Assistant is responsible for providing senior administrative support to the Executive Director, Board of Directors and Senior Management Team. The Executive Assistant is also responsible for coordinating public relations and communication functions. In this position you will:

- Review and prioritize incoming correspondence, prepare file/background information required for response and prepare professional and confidential correspondence, memos and documents.
- Coordinate and organize meeting logistics (travel, accommodations, meeting space/supplies), agenda attachments/packages and maintain official meeting records and approvals.
- Maintain up-to-date schedules and calendars for meetings, speaking engagements, events and appointments.
- Assist with research, special projects, policies, procedures and other professional documents as directed.
- Develop and execute public relations strategy including coordinating production and distribution of promotional material including presentations, reports, newsletters, news releases and communiques.
- Liaise with member organizations, government officials and other organizations.

Deadline for Applications: Friday August 31, 2018 (5:00pm)

For complete list of qualifications and job requirements, please contact:

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