



Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Indigenous, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Indigenous families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Senior Administrative Assistant

Classification: Contract Fulltime (13 Months) Range: \$33.74 – \$42.09
Hours: 35 hrs/wk. Location: 30 College St.

Position Summary

The Senior Administrative Assistant reporting to the Directors of Special Projects and Service provides full administrative support to the executive team of Native Child and Family Services of Toronto. The Senior Administrative Assistant will be primarily responsible for:

- Formatting and editing letters, memos, agendas, minutes, reports and presentations from draft stage to final version. Uses independent judgment to compose general business documents. Is privy to, and must protect, confidential materials. Follows an organized filing/document management process for electronic and paper documents ensuring compliance with all applicable record keeping requirements.
- Establishing a systematic method for self and others to track time commitments and the completion of tasks based on executives' preferences. Independently manages multiple calendars by scheduling appointments, anticipating needs, changes and rearranging meetings as appropriate.
- Coordinating and making arrangements for on-site and off-site meetings and events including logistics (e.g., communication, location, meals, equipment, materials, RSVP's, and travel).
- Coordinating cost effective and sometimes complex travel arrangements and itineraries for the Executive Director.
- Managing the flow of information to members of the executive leadership team. Screens phone calls, open and sort mail, and summarizes reports and memos that are received before passing the information on to the people they assist.
- Preparing and formatting information for distribution, including writing letters and memos, compiling data for reports, creating computerized presentations, writing reports, transcribing, editing, proofreading and other information preparation duties.
- Other duties as assigned.

What we are looking for

- Post-Secondary Education and/or combination of previous experience and education;
- 3 years of related experience in a senior administrative role supporting executive preferred.
- Pass a Vulnerable Sector Police Record Check.
- Proven ability to differentiate when to take action independently or partner as a team.
- Demonstrates sound judgement regarding confidential and sensitive matters
- Knowledge/experience in working in an Indigenous cultural setting and/or willingness to learn
- Proficient in all applications of Microsoft Office and other relevant technical/office equipment
- Excellent verbal and written communication skills
- Ability to build effective working relationships with internal and external stakeholders at all levels
- Demonstrated ability to multitask and prioritize daily workload and meet unexpected deadlines in a challenging environment
- Exemplary planning, time management skills, detailed oriented and forward thinking
- Proactive and self-motivated
- Enthusiastic team player with a positive attitude
- Demonstrated understanding, and commitment to, integrating the Native Child and Family Services of Toronto Mission and values in to practice, service and relationships.
- Demonstrated understanding of workplace Health and Safety practices and understanding of an employee's responsibility under current legislation.
- Ability to work effectively with all levels of staff, to maintain effective communication and working relationships, demonstrating strong interpersonal skills, tact, sensitivity and build strong internal relationships.

If you are interested in this job opportunity, please apply by email on or before **September 28, 2018** hrcfst@nativechild.org quoting reference number **#18-09-07**

NCFST is committed to staffing a workforce representative of the Indigenous population we serve. We encourage First Nation, Metis and Inuit applicants to apply and please self-identify in their cover letter.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process.

We thank you for your interest, however, only those applicants selected for an interview will be contacted.