



**JOB POSTING #004-2020**

**EXECUTIVE ASSISTANT  
Permanent Position**

**POSITION SUMMARY:**

This position is responsible for providing effective and efficient administrative services to the Executive Director and the F&CS Board of Directors. In collaboration with Senior Leadership, they will also provide support to the agency's internal and external communications programs and strategies.

**QUALIFICATIONS:**

- Post-secondary education in Business/Business Administration program and Communications (or equivalent);
- Minimum of 5 years' experience in senior level administrative role;
- Experience working with Boards of Directors with an understanding of Board governance;
- Demonstrated knowledge of MS Office applications e.g. Word, Outlook, PowerPoint, etc.;
- Excellent oral and written communication skills, including conflict resolution;
- Self-directed with excellent ability to organize, plan, prioritize and multi-task;
- Skilled in event planning/coordination;
- Project Management experience and abilities;
- Knowledge of the work of Family and Children's Services
- Ability to analyse information, problem solve and make good decisions

**LOCATION:** 275 Eramosa Road, Guelph

Family and Children's Services is committed to anti-oppressive values of equity, inclusion and respect. We value a diverse workforce and encourage applications from people of all races, colours, ethnic origins, religions, abilities and sexual orientations. We are committed to creating an accessible environment for all. Please let us know if you have any accommodation needs. We thank all applicants; however only those considered for interviews will be contacted.

Qualified individuals are invited to send their resume by **January 31, 2020** to:

Human Resources  
Family & Children's Services of Guelph and Wellington County  
employment@fcsgw.org

**Posting Date:** January 23, 2020