



Job Posting #	2021-08
Title:	Executive Assistant
Classification:	Professional
Employment Duration:	Permanent, Full-time
Salary Range:	\$79,491 - \$99,402
Location:	Toronto, ON

The Ontario Association of Children's Aid Societies (OACAS) has represented Children's Aid Societies in Ontario since 1912, providing service in the areas of government relations, communications, information management, education and training to advocate for the protection and well-being of children.

Reporting to the Chief Executive Officer, the Executive Assistant will provide executive office support to the CEO to ensure that workload is prioritized to leverage organizational priorities as well as to be strategic and effective in a fast-paced environment. This role will lead, coordinate and support the administrative work of the Executive Office, on a wide variety of complex, sensitive, and confidential matters requiring in-depth knowledge of association programs and administrative policies and procedures. The Executive Assistant will initiate, coordinate and provide oversight of the high-level administrative work associated with the OACAS Senior Leadership Team, OACAS Board of Directors and Board Committees, and Executive level committee meetings.

The Executive Assistant works independently, in a proactive manner, using good judgement to support the work of the CEO, communicating with all levels of stakeholders (internal and external) to ensure credible transparency and accountability for all levels in the organization and ensuring the smooth functioning of the Executive Office.

Support the overall administrative team to ensure consistent, professional and efficient provision of administrative services.

Duties and Responsibilities:

1. Leads, coordinates and supports the administrative work of the Executive Office

- Identify, track, and monitor key strategic and operational drivers discussed at all meetings within the Executive Office and connect the relevance against other meetings and initiatives.
- Serve as the primary point of contact for internal and external stakeholders on all matters pertaining to the CEO, including those of a highly confidential or critical nature.
- Independently composing, proofreading and editing a variety of documents, including emails, letters, memos, reports and minutes. Corresponds with a variety of stakeholders, including CAS members, Board members, government officials and internal employees.
- Oversees the Chief Executive Officer's schedule, including oversight of travel and logistical support for meetings, events and public engagements.

- Supports the CEO by proactively addressing any emerging or sensitive issues in a timely manner and providing background information as needed
- Receives, screens, prioritizes, directs or responds to incoming communications to the CEO including telephone calls, e-mails and mail.
- Using good judgement, provides information and direction on sensitive matters or other information in a confidential nature.
- Coordinates Directors team meetings by soliciting agenda items, preparing agendas and minutes, maintaining records and monitoring follow up.
- Coordinates the All Staff meetings by soliciting agenda items and preparing agendas.
- Develops and maintains filing systems which includes the maintenance of reference, statistical and information files and bring-forward systems.
- Assists where appropriate in the coordination, integration and implementation of decisions of the management team.
- Undertakes research for the CEO and the senior leadership team as required, analyzing and synthesizing information and where appropriate, proposing processes and solutions.
- Assists the CEO with the budget planning and operational planning process.
- Maintains, organizes and manages corporate records and information (e.g., Minutes, By-Laws, correspondence) for the Executive Office.
- Provides ongoing support, research and documentation for the CEO's involvement in committees and working groups.

2. Mentoring, Coaching and Training of Administrative Support Staff:

- Provides leadership to the Department Administrative Assistants team to ensure consistent, professional and efficient provision of administrative services. This includes, in consultation with managers/directors:
 - Onboarding new administrative staff on administrative business processes and practices
 - Training administrative staff on new business processes
 - Chairing meetings of the administrative team to discuss issues, upcoming meetings, room bookings, room set-up, catering, technology, training requirements, etc.

3. Provides senior level administrative support to the Board, its Committees and other governance functions of the Association:

- Schedules Board and Board Committee meetings, including oversight of travel and logistical support for meetings and other events.
- Coordinates the preparation of agendas; ensures timely production and distribution of supporting documents; records and minutes of meetings.
- Works with the CEO to ensure compliance with legal and regulatory requirements and organizational standards.
- Maintains a complete and accurate record of the proceedings of every meeting of the Board and its various committees; tracks decisions and documents progress.

- Supports the development and maintenance of OACAS Board Policies and Bylaws.
 - Undertakes research and preliminary work on special projects as assigned by the CEO.
4. *Coordinates administrative relations and communications for the Executive Office and the Board:*
- Ensures timely and accurate reporting to government and other bodies in compliance with OACAS's requirements for corporate disclosure.
 - Coordinate and/or assist the CEO with communications with senior management, internal and external stakeholders, and Board members.
 - Ensures that information relating to the Executive Office, the Board and its Committees, and OACAS is complete, accurate and available for OACAS's website and publications.
 - Collects, collates and provides information in response to requests from members or other key stakeholders.
5. *Performs other related duties as required.*

Qualifications:

Education and Experience

- Post-secondary education in business, office management or related field or equivalent experience
- 5+ years' experience in a senior administrative position, preferably working with diverse stakeholders in human services, not-for-profit or government environment
- 2+ years' experience in project management

Knowledge and Skills:

- Ability to strategically interface effectively with all levels of management, staff, governance, members and external stakeholders
- Excellent problem-solving skills and initiative to proactively identify and resolve problems and issues
- Ability to work well under pressure of deadlines while maintaining a high-quality standard of work
- Ability to multitask, with attention to detail and accuracy
- Ability to navigate work in a fast-paced environment with changing priorities
- Ability to prepare accurate documents in a timely fashion, including collation of complex materials

- Excellent organizational skills through proven ability to organize workload, determine priorities and accept personal responsibility for the completion of tasks
- Confidence to make independent decisions, within defined guidelines, with a willingness to take direction
- Willingness to be part of a team, assisting other team members to ensure an effective and efficient operation
- Strong interpersonal skills (tact, discretion, judgment, poise)
- Demonstrate discretion and experience handling confidential or sensitive information
- Excellent communication skills, both written and verbal
- Strong writing and proofreading skills, including knowledge of correct grammar, spelling and punctuation, to draft and/or proofread emails, letters, memos, reports, etc.
- Preparedness to work flexible hours as required
- Proficiency in the use of MS office products (Word, PowerPoint, Excel and SharePoint)
- Proficiency in the use of teleconferencing and videoconferencing equipment
- Knowledge of basic budgeting to monitor expenditures and prepare expense reimbursements.

Assets:

- Bilingual English/French
- Knowledge of Child Welfare sector and legislation governing/impacting the sector
- Knowledge of equity, diversity and inclusive practices

Requirements:

APPLY ONLINE at <https://jobs-oacas.icims.com/jobs/intro> by 5:00 p.m. on Wednesday, April 14, 2021. Please attach a cover letter and resume in one file.

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

OACAS is committed to building a diverse workforce representative of the communities we serve. We encourage and are pleased to consider applications from all qualified candidates, without regard to race, colour, citizenship, religion, sex, marital / family status, sexual orientation, gender identity, aboriginal status, age or disability.

Accommodation at OACAS

We are committed to a selection process and work environment that is inclusive and barrier free. Accommodation will be provided in accordance with the Ontario Human Rights Code. Applicants are required to make any accommodation requests for the application, interview or selection process known in advance by contacting the Human Resources Department at 416 987-7725. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the interview or selection process which will enable you to be assessed in a fair and equitable manner.