



Career Opportunity – Administrative Category
Executive Assistant to the Director of Human Resources Services and the Director of Finance, Admin. & IT
Competition #21-027
ADMINISTRATIVE Job Class
\$67,847.87 - \$81,416.22

The Catholic Children's Aid Society, on behalf of the Catholic community, is committed to providing social services that protect children and strengthen family life. If you value human dignity; the courage and integrity to take a stand; partnership and teamwork; cultural, racial, and individual differences; and are committed to professional excellence and the well-being of children, then contribute your talents to the role as an **Executive Assistant to the Director of Human Resources Services and the Director of Finance, Admin. & IT**. This self-motivated, highly organized individual will provide executive support services the Director of Human Resources Services and the Director of Finance, Admin. and Information Technology.



Duties Include:

- Manages, coordinates and updates the computerized calendar, appointments, meetings, presentations and events. Monitors the schedule of the two (2) Directors as required. Coordinates and prepares travel and accommodation arrangements and expense claims as required.
- Provides executive support to facilitate the activities of the President and the Board of Directors, including receiving calls, coordinating a range of materials, undertaking research, preparing agendas and taking minutes of meetings; assists with the preparation for meetings of the Board of Directors and Board Standing Committees which include Executive and Nominations.
- Works closely with the Director of Finance, Admin & IT and assists with Finance and Administration and other committee-related Board Activities. Takes minutes at the meetings and circulates all materials in advance as required under the direction of the Director of Finance.
- Develops and maintains effective relationships and liaises with a wide range of executives, management and staff across CCAS, Board of Directors, bargaining unit representatives, and with senior public sector Provincial, Federal or Municipal/agency officials, key partners and stakeholders for meeting requests and identifies priorities.
- Ensures inquiry/action requests are handled discreetly, promptly and accurately, adhering to appropriate client service processes, practices and standards in the absence of the Directors.
- Reviews incoming requests and materials to the office of the Directors, maintains a bring-forward system to support decision-making by the Directors. Researches, coordinates and compiles appropriate materials for the Directors in preparation for meetings. Ensures the Directors are properly briefed on all meetings and incoming requests and information.
- Develops a strong network of contacts, exchange information on behalf of the Directors, resolve problems, and keep abreast of service and administrative matters of significance to the department.
- Coordinates all logistical arrangements for the meetings including booking various on-site and off-site meeting rooms, arranges for special equipment and catering. Prepares and distributes agendas and related background materials.
- Develops, creates, manages and formats documents to support the Directors by using a variety of software packages and systems to determine most effective design layout, including graphics, charts and tables consistent with report/presentation purpose and audience. Ensures appropriate format of executive and confidential correspondence in accordance with CCAS standards, and reviews materials to ensure correct spelling, grammar, sentence structure and accuracy of calculations. Asks for and receives further verbal instructions from the Directors if needed.



- Organizes and maintains files, documents, and materials in the two (2) offices, and ensures the timely computerized input or manual filing of data, documents, reports, presentation materials, and correspondence.
- Provides executive support for the management of stakeholder relationships, responds to inquiries, issues and complaints independently or referring to the Director and/or Human Resources Consultants/Director of Finance, Admin & IT. Provides issues/complaints briefings and action recommendations for review and decision by the Directors.
- Responds to requests for information, including correspondence, external surveys, and prepares relevant documentation for signature as required. Researches and prepares draft reports, analysis, correspondence, and presentations on behalf of the Directors. Collects, compiles, prepares, develops information for surveys such as the Top 100 and other competitions that the Agency may participate in.
- Coordinates and provides input into the development of department strategic, business, project and human resources plans and reports by researching, analyzing and consolidating information and prepares draft reports and correspondence for the Directors' review and approval.
- Coordinates the department's document tracking and reporting process to ensure timely preparation, review and approval of submissions, reports, briefing notes, data/information, executive correspondence and responses to FOIPPA requests. Follows up and processes to expedite materials within tight deadlines.
- Monitors and analyzes departments service/project priorities, deliverables, progress, accountabilities and results against strategic/business plans, identifies/analyzes gaps and risks, prepares briefings/reports, assists Human Resources Consultants/Finance management staff as required.
- Develops and manages departments information/records file plan; coordinates the ongoing life-cycle management related to information/data collection, records retention cycles, records storage, filing approaches/methods, shared directory structures/management, data access control and authorization, information security, records standards compliance, and records retention/disposal; consolidating HR program specific records management data bases into the corporate records management system.
- Monitors tracks and evaluates hard copy and e-information/records management activities, identifies and resolves issues. Acts as the department resource/support on records management processes and the corporate file plan for department files/data bases.
- Leads and/or participates on internal/external administrative committees and project teams.
- Assists the Director of HR Services and HR Consultants in the preparation of materials to support financial planning and management processes within the department. Analyzes controls and reports on the division budget expenditures.
- Administers, monitors and ensures the department budget have effective financial approvals and controls. Monitors contract management and processes the payment of invoices for procured services, supplies and equipment.
- Coordinates human resources administration for the department including tracking/reporting consultant and legal contracts.
- Provides general administrative support to the Director, HR and the HR Consultants related to all Employee Relations and Labour Relations program and activities including collective bargaining, establishes and maintains electronic, paper files and records.
- Coordinates meeting arrangements, compiles meeting materials, coordinates information flow, and acts as the primary contact for the administration of meetings with Peer Support, MAC and CUPE.
- Works closely with the Director of HR Services during collective agreement renewal process including managing proposals online preparing agreed to documents for signature by union and management and preparing and manages the revision of the Collective Agreement on the database and providing update to the Ministry of Labour.

- Provides back-up administrative support and undertakes a full range of administrative support activities in the absence of the Executive Assistants to the Executive Director and Director of Service and Board of Directors.
- Works collaboratively with other Executive Assistants to ensure cohesive functioning of the administrative areas of the Executive team including providing vacation coverage as required to other executive team members.
- Works in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation.
- Other duties as assigned.

Qualifications Required:

- Post-secondary education in related field and three (3) to five (5) years demonstrated progressive experience in a senior administrative position.
- Sound working knowledge of administrative protocols, processes and procedures in an executive office and corporate CCAS administrative, records management and financial planning/management systems/processes to plan and deliver business support and administrative services for the Director of Human Resources Services and Director of Finance, Admin & IT.
- Advanced knowledge and skills in computerized software packages and programs such as word processing, spreadsheet database management, presentation and project management (e.g. Microsoft Office, Lotus Notes, PowerPoint, Project Management, Visio, Envisio, Share Point etc.).
- Working knowledge of HRIS
- Strong judgment, analytical skills and sound problem skills to effectively to determine the nature, urgency and appropriate action required.
- Exceptional organizational and time management skills to multi-task and prioritize work items across all administrative areas effectively and efficient delivery of administrative and business support services.
- Excellent communication and interpersonal skills to respond to a variety of inquiries on behalf of the Directors, both verbally and in writing, from within and outside the agency.
- Discretion, tact and good judgement to handle sensitive and/or confidential issues and inquiries, and sound problem-solving and reasoning skills to undertake research and prepare clear reports, analyzes, and presentations.
- Works independently and as part of a team. Provides back-up administrative assistance to the Executive Assistants to the Executive Director and the Director of Service.
- Personal integrity, responsibility and a commitment to integrating the values of the CCAS Mission Statement and embedding anti-oppressive/anti-racist practice into all aspects of the work, the principles of equity, justice, and AODA into practice, service delivery and team relationships.
- Due to the nature of the role, the incumbent must be flexible when it is required to work early or in the evenings for preplanned events or on an as need basis.

Assets:

- Familiarity with Child Welfare;
- Knowledge of Human Resource and Finance policies, practices and systems;
- Fluency in French.

[Click here](#) to submit your application.

Salary Range: \$67,847.87 - \$81,416.22

Internal Closing Date: August 4, 2021

External Closing Date: August 13, 2021

We appreciate all applications received. All communications will be held in strict and professional confidence. Only those candidates selected for an interview will be contacted. We thank all applicants for their submissions.

CCAS is committed to a selection process that values equity, diversity, and inclusion and also reflects the community serves.

Anti-Oppression/Anti-Racism at CCAS

CCAS is committed to having a workforce that is reflective of the diversity of the City of Toronto and strongly encourages application from all qualified individuals, especially those who can provide different perspectives and contribute to a further diversification of ideas.

Accommodation at CCAS

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 need to make any accommodation requests for the interview or selection process known in advance by contacting the Human Resources Department at 416-395-1500. Human Resources will work together with the hiring committee to arrange reasonable and appropriate accommodation for the selection process which will enable you to be assessed in a fair and equitable manner.