

# Bilingual Equity & Service Administrative Assistant

## 1.0 FTE Permanent

**The Agency** We are a Child Welfare and Child & Youth Mental Health agency committed to service excellence, teamwork and participation in decision-making. We respect and value diversity and operate from an anti-oppression framework. Located in the prime recreational area of Simcoe County and the District of Muskoka, we provide the opportunity to combine a career with a lifestyle of your choice.

Simcoe Muskoka Family Connexions (SMFC) strives to be an equitable and inclusive organization through the use of an anti-racist, anti-oppressive intersectional framework that is trauma-informed, healing-centered and culturally responsive and safe.

Simcoe Muskoka Family Connexions (SMFC) strives to be a reflection of the diverse communities it serves. As a result, we encourage applications from traditionally underrepresented communities such as people living with a disability, racialized people, Indigenous peoples, people of different faiths and people from diverse gender, gender expression and 2SLGBTQ2SIA+ identities. If you are of the aforementioned identities, and feel comfortable making it known, please feel free to do so with the knowledge it will be kept confidential and used in a safe manner to inform our recruitment process towards being an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code throughout the recruitment process.

**The Job** This is a permanent full-time position reporting to the Senior Equity Lead. The purpose of this position is to provide administrative support and coordination for the Senior Equity Lead and the organization's Equity initiatives and assist the Senior Equity Lead and Senior Lead for Service Excellence and Professional Standards in their roles related to service delivery quality. This is a Bargaining Unit position with CUPE Local 5319.

### Qualifications

- Administrative Diploma from a Community College or accredited business program or the equivalent with a minimum of 5 years Administrative Support experience.
- The ability to manage multiple and competing priorities and to work well under pressure to tight deadlines.
- An excellent understanding of secretarial practices and the ability to learn quickly and implement new procedures.
- A good understanding and knowledge of the agency purpose, values, agency policies and procedures.
- Understanding of anti-oppression values and principles with particular knowledge and awareness of the culture and history along with an understanding of the social and political issues facing First Nations, Métis and Inuit people and Equity-seeking groups.
- Ability to communicate verbally and in writing in both French and English is required.

**Compensation** The salary range is \$45,384 to \$56,743 commensurate with experience.

Applications by: August 11, 2021

Internal Candidates : [Login ADP>Myself>Talent>Career Center>Bilingual Equity AA repost\(0821\)](#)

External Candidates : [Bilingual Equity AA perm repost\(0821\)](#)

*We thank all applicants, however only those under consideration will be contacted.*

**Accommodation at Simcoe Muskoka Family Connexions**

*Our organization is an equal opportunity employer. We provide equal employment opportunities (EEO) and we welcome candidates from all abilities and backgrounds. 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 705.726.6587 x 2252. 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.*