
JOB POSTING

POSITION TITLE:	Executive Assistant
DEPARTMENT:	Administration
REPORTS TO:	Executive Director
CLASSIFICATION:	Permanent Full-Time
LOCATION:	Toronto, ON
SALARY:	\$68,840.00 to \$87,104.56.
CLOSING DATE:	April 7th, 2021

Position Summary

Reporting to the Executive Director (ED), the Executive Assistant will provide executive office leadership support to the ED 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 also 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 coordinate and provide oversight of the high-level administrative work associated with the ANCFSAO Senior Leadership Team, ANCFSAO Board of Directors and Board Committees, and Strategic Councils.

Primary Responsibilities

- Oversees the Executive Director's schedule, including oversight of travel and logistical support for meetings, events, and public engagements.
- Independently composing, proofreading, and editing a variety of documents, including emails, letters, memos, reports, and minutes. Corresponds with a variety of stakeholders, including Child Well-Being Members, CAS members, Board members, government officials and internal employees.
- Supports the Executive Director 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 Executive Director 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 meetings by soliciting agenda items and preparing agendas.
- 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 Executive Director 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 ANCFSAO Board Policies and Bylaws.
- Undertakes research and preliminary work on special projects as assigned by the Executive Director.

Qualifications

- College diploma in Business Administration or related field with a minimum of five (5) years senior administrative experience within a similar role OR minimum Grade 12 education with a minimum of eight (8) years senior administrative experience within a similar role.
- Experience working within Child Welfare and/or Indigenous Child-Wellbeing setting would be considered an asset.
- Knowledge of the Child, Youth and Family Services Act and Ministry of Children and Youth Services, as well as clinical knowledge of social work theories, principles and practices.
- Knowledge of the ANCFSAO Mission and Mandate.
- Have knowledge of standard office procedures.
- Working knowledge of a multi-line phone system, office equipment (i.e. fax, photocopiers, shredder, scanners etc.).
- Thorough knowledge of Indigenous culture and values including awareness of the First Nation, Inuit and Métis Communities we service.
- A solid understanding of and sensitivity to the experiences of First Nations and Indigenous peoples in Canada, and the impact of the legacy of Residential Schools and the Sixties Scoop upon them is essential.
- Extensive proficiency using computers and standard computer software programs (e.g. Excel, Word, Outlook, Publisher, PowerPoint, ZOOM, Teams etc.).
- Must be willing to work flexible hours including weekends, evenings and holidays as required.
- Provide an acceptable Canadian Police Information Centre Check (CPIC)
- Able to provide a safe vehicle for use on the job, an acceptable Driver's Abstract, evidence of a valid Ontario Driver's License and of Personal Liability & Property

To Apply

- Please email the following items to HRgeneral@ancfsao.ca
 - Cover letter outlining why you are the most qualified candidate for this role including your experience working directly with First Nations, Inuit and Métis Peoples, Communities and Organizations.
 - Resume (include 3 work related references).
- Incomplete Applications will not be considered.
- Only those selected will be contacted for an interview.
- Persons of First Nations, Inuit and Métis ancestry are encouraged to apply, and those wishing to self-identify may include this in their cover letter.

Our Agency is committed to an inclusive and barrier-free environment for all of our candidates and employees. Should you at any time have an accessibility need, have any questions regarding the recruitment process, or to request a full job description please contact HRgeneral@ancfsao.ca .