**BELIEVING, INSPIRING, ACHIEVING**

 **CAREER OPPORTUNITIES**

**INTERNAL/EXTERNAL POSTING #20-12**

**Position:** Full-time Executive Assistant

**PROGRAM:** 101 Edward Avenue, Richmond Hill

**Hours:** 8:30 a.m. – 4:30 p.m.

**SALARY:** To be discussed at time of interview

**What We Do:**

Community Living York South employs over 200 people. Over the last 65 years, we have provided exceptional supports and services to people who have an intellectual disability and their families in our communities of Richmond Hill, Markham, Thornhill, Stouffville and Vaughan.

We are a culturally diverse, heart-centered staff group with strong values of equity, respect and inclusiveness for all people. If those values describe you as well, please check out our current job postings!

**What We Offer:**

* Competitive Salary
* Extensive benefits including group benefits and pension
* Personal satisfaction
* Great learning and growth opportunities
* A diverse workforce representative of our communities
* Recognition of excellence through an awards program
* Annual staff appreciation event that you won’t want to miss!

**Overview of the role:**

The Executive Assistant performs all administrative functions to ensure smooth and efficient daily operations while ensuring that there is comprehensive executive management support available to the Management team, the board and the staff to help them achieve Association’s goals.

**What You Will Do:**

* Commit to and demonstrate the values of Community Living York South through actions and behaviors
* Support the Executive Director’s schedule
* Support Executive Director and senior staff on project management including scheduled follow up for delegated tasks, track project status etc.
* Conduct research, compile data, and prepare papers for consideration and presentation to Executive Director, committees and Board of Directors as needed
* Support submissions such as Grants and Infrastructure Surveys to the relevant ministry as required.
* Collect, collate, prepare and distribute information packages for Board and committee meetings
* Prepare agendas, send out invitations and reminders, coordinate Board and committee meeting attendance
* Attend Board and committee meetings and record minutes and follow-up on action items
* Support in development of Annual Work Plans and calendar of activities to ensure timely action as per the plan
* Maintain schedules of fire drills, Vehicle inspections and Safety audits and conduct monthly fire drills and safety audits as per plan
* Plan and organize Board meetings, the AGM, general meetings, and special events such as the annual BBQ, within budget, including venue and menu selection
* Prepare rooms for meetings; arrange a/v equipment and refreshments
* Perform advanced word processing and desktop publishing, including presentations, reports, spreadsheets, forms and letters; transcribe information of a technical, confidential and/or sensitive nature from notes, dictation or drafts
* Receive, review and verify documents, records and forms for accuracy, completeness and conformance to applicable rules, regulations, policies and procedures. Process documents in compliance with established policies and procedures
* Maintain Organization incorporation documents
* Assist in enhancing the Agency’s online presence including but not limited to social media, Association website, portals etc.
* Assist in promoting use of innovative digital learning platforms such as webinars, virtual meetings etc.
* Support other Organization managers, supervisors and staff (e.g. HR/Finance)
* Support Internal Audit processes to ensure compliance of Ministry of Community and Social Services guidelines
* Ensure the smooth operation of all office equipment, including the photocopiers and postage machine, and arrange for any maintenance or postage required.
* Administer the license plate renewal of our vehicle fleet every year and act as the staff liaison with our insurance broker for any vehicle accidents and claims, and obtain supporting documentation from staff including incident reports.
* Administer the internal telephone and voice mail system of the organization, including outgoing messaging to the public, and arrange for maintenance when required.
* Coordinate external janitorial services for Head office
* Assist and provide direction to Self-Advocate receptionist(s)
* Back up Reception if required
* Complete office open and closure duties
* Ensure office supplies inventory is up-to-date and
* General Office Management duties as assigned

**What We Need:**

* Values driven individuals;
* Completion of college or University diploma/degree (preferred) in Administrative Sciences or equivalent
* Good understanding of not for profit/Organization directives
* Understanding of issues related to working with persons who have an intellectual disability
* Collaborative approach to working, able to work alone or with a team
* Positive interpersonal skills
* Self-motivated, with excellent planning, organizing and time management skills
* Must be resourceful, professional, confident and courteous at all times
* Strong research skills
* Working knowledge of managing digital social media platforms and use of virtual meeting platforms
* Ability to adapt and respond to quickly changing situations
* Strong communication (written and oral) and administrative skills
* Intermediate or higher level computer skills (Word, Excel, Internet)
* 5+ years’ experience as a Executive and Executive level support
* Excellent written and verbal communication skills; and
* Excellent organizational skills and attention to detail
* G Class Driver’s License is required with access to a reliable vehicle;
* Ability and flexibility to travel to Association locations as needed
* Occasional flexibility in hours of work is required

**Reporting to:** Executive Director or designate

**Start Date:** September 2020

|  |
| --- |
|  **Please Quote Job Posting: 20-12** |

**Please send your cover letter and current resume to:** **careers@communitylivingyorksouth.ca**

**Close Date: June 08, 2020**

*Community Living York South is an equal opportunity employer.*

*Community Living York South will provide, upon request, accommodation to the materials and processes used in the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, Integrated Accessibility Standards Regulation.*