



York Region
Children's Aid Society
Société d'aide à l'enfance
de la région de York

YORK REGION CHILDREN'S AID SOCIETY

16915 Leslie Street
Newmarket, ON L3Y 9A1

POSTING # 2021-11

April 30, 2021

Applicants are now invited for the position of:

Executive Assistant

PUPOSE OF POSITION:

Reporting to the Chief Executive Officer, the Executive Assistant is responsible for providing confidential executive level administrative support to the Board of Directors, Board Committees, Chief Executive Officer (CEO), and Chief Operating Officer (COO).

The Executive Assistant works independently, in a proactive manner, using good judgement to support the work of the Board of Directors, executive offices, ensuring the effective and professional functioning of the offices and Board.

MAJOR RESPONSIBILITIES:

- Providing a full range of executive level administrative support for the Chief Executive, Chief Financial and Chief Operating Officers of the Society.
- Assessing competing priorities in managing the CEO and COO's calendars; scheduling appointments, resolving meeting conflicts, coordinating meetings and presentations, booking of physical and/or virtual meeting rooms, determining equipment set-up requirements, and catering needs.
- Composing and drafting emails; typing correspondence, reports and presentations on behalf of the CEO, COO and, as required, for members of the Board of Directors.
- Using initiative, judgment and knowledge of Society policies and procedures, ensures that all incoming and outgoing communications to and from the office of the CEO and COO are handled in an efficient, effective and sensitive manner. This includes responding to complaints from service users and directing them appropriately.
- Initiates contact with a broad range of YRCAS management/staff and external stakeholders to provide or request information on behalf of the CEO or COO. Responds to confidential and complex inquiries or complaints to the CEO and COO's offices or as referred by other administrative staff and provides detailed information or resolves the complaint based on own knowledge of Society services, programs, priorities, and current issues. Advises the CEO or COO on significant issues and communication that has taken place to date.
- Coordinating and preparing material for Senior Management meetings, recording minutes, and ensuring follow-up on action items.
- Formats and produces a variety of reports, spreadsheets, minutes, and confidential executive correspondence from verbal instructions using various software applications (e.g., word processing, spreadsheet, data base, presentation). Determines most effective design layout, including graphics, charts and tables consistent with report/presentation purpose and audience, ensures appropriate

format of executive correspondence in accordance with Society standards, and reviews materials to ensure correct spelling, grammar, sentence structure and accuracy of calculations.

- As a member of the Senior Management Team, participates actively in the discussion of agenda items at Senior Management Meetings.
- Coordinating accommodation and travel arrangements for the CEO, COO, and as appropriate, for Board of Directors.
- Coordinating and distributing the monthly Board packages including working with the CEO and Board Chair to develop the agenda, drafting resolutions/motions, preparing memos and documents, scheduling presentations, and collaborating with other departments for inclusion of materials in packages.
- Preparing agendas in conjunction with Board Committee Chairs and the CEO or other senior staff supporting the Committee; coordinating information packages for Board Committee meetings and ensuring delivery prior to the meeting date.
- Attending Board and Committee meetings; taking minutes; determining meeting room/electronic communication and equipment/technical set-up requirements and making appropriate reservations for all Board, Committee, and any other ad hoc meetings, as required.
- Acting as secretary for the Board and ensuring all systems required by Board policies are in place and up to date including:
 - Maintaining an up-to-date list including address list for all Directors and Committee members.
 - Notifying Members of the Corporation of annual fees and ensuring proper distribution of fees when received.
 - Working collaboratively with the CEO and the Board of Directors in the planning of the Annual General Meeting of the Corporation and ensuring governance requirements are met.
- Maintaining Corporate and Ministry related documents; official records of the Board of Directors, Society Archives and general files while ensuring documentation is filed properly for easy access.
- Keeping the CEO and COO informed of current and emerging issues and bringing forward items that require immediate attention.
- Perform other duties as may be assigned by the CEO or COO.
- Performs other duties that may, from time to time, be assigned on an emergency basis, or negotiated as part of an annual work plan, including providing back up coverage for Senior Administrative Assistants as may be needed.

QUALIFICATIONS:

- Administrative Diploma from a Community College or accredited business program or the equivalent with a minimum of 5 years Administrative support experience, preferably at the Executive Level.
- Governance experience working with a Board of Directors and not for profit organizations.
- Ability to work well under pressure of deadlines and competing demands 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.
- Ability to take and prepare accurate meeting minutes reflecting major points of discussion, outcomes, and timelines.

- Continuous management of multiple priorities, high workload, and established deadlines.
- Excellent problem-solving skills and initiative to proactively identify and resolve problems and issues.
- Preparedness to work evening meetings as needed for Board meetings and other events.
- 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)
- Discretion and experience handling confidential or sensitive information.
- Excellent written and oral communication skills
- Ability to interface effectively with all levels of management, staff, governance, and external stakeholders.
- Demonstrated abilities to work respectfully with all members of staff, community and governance recognizing influences of diversity and equity in collaboration.
- Strong writing and proofreading skills, including knowledge of correct grammar, spelling and punctuation, to draft and/or proofread emails, letters, memos, reports, etc.
- Proficiency in the use of Microsoft Office (Word, PowerPoint, Excel, Outlook, Teams) and high proficiency in other software including SharePoint and Adobe. ,
- Experience in working successfully in an organization that values equity, diversity, and inclusive practices.
- Knowledge of Child Welfare sector and legislation governing/impacting the sector and volunteer Boards for not-for-profit organizations is an asset.
- Bilingualism in French and/or other languages is an asset.

PAY GRADE: 8 (\$75,359.26 to \$95,446.04)

HOURS OF WORK: 33.75 Hours per week

Candidates that meet the qualifications are welcome to apply and should do so in writing to human.resources@yorkcas.org. **Please quote job posting #2021-11.**

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.

At the request of the candidate, post interview feedback will be provided verbally at the end of the recruitment process, at a mutually agreeable time.

Anti-Oppression/Anti-Racism at York Region Children's Aid Society

YRCAS is committed to having a workforce that is reflective of the diversity of York Region 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 YRCAS

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 that may require accommodation during the selection process are encouraged to notify the Human Resources Department when contacted for an interview. 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.