



The Children's Aid Society
OF HAMILTON

Serving Hamilton's children and families since 1894.

La Société d'aide à l'enfance
DE HAMILTON

Au service des enfants et des familles de Hamilton depuis 1894.

EMPLOYMENT OPPORTUNITY

The Children's Aid Society of Hamilton was established in 1894 as a not-for-profit charitable organization, mandated under the *Child, Youth and Family Services Act* of Ontario, focusing on the well-being and protection of children. We are dedicated to building a workforce that reflects the diversity of the community in which we live and serve. The Society encourages applicants from all qualified individuals.

We are currently seeking a skilled and committed individual to join our team as a:

EXECUTIVE ASSISTANT **Regular Full Time (34 hours per week)**

Reporting to the Executive Director, the Executive Assistant provides a full range of senior level executive administrative support to the Executive Director, Board President & the Board of Directors and its Committees and the Senior Management Team through a variety of complex, sensitive and confidential issues requiring in-depth knowledge of agency programs and administrative policies and procedures.

Functions of this position are interwoven throughout the year and are tied to the Annual Planning, such as Board Committee workplans, senior management workplans, service and operational plans and the annual general meeting. This position requires the incumbent to have a high degree of initiative, work independently with minimal direction and to work in a confidential manner to assist in resolving any highly sensitive issues which arise within the agency in a timely manner.

Major Responsibilities:

- Provides analysis, coordination, support and innovative solutions to the Executive Director on agency and operational policy matters including the identifications coordination and communication of key matters and critical issue and concerns raised by various stakeholders;
- Initiates, plans and carries out a variety of special projects and assignments as assigned by the Executive Director to address immediate issues requiring the research, analysis and coordination of information and initiatives of the Executive Office;
- Handles highly sensitive and confidential matters relating to the daily activity of the Executive Office. Maintains official records of the Board of Directors, society archives, and ensures that all documentation is filed properly to ensure easy access.
- Researches and writes draft correspondence, memos and reports for review and approval by the Executive Director;
- Takes calls from clients and community members and exercises discretion in managing correspondence, information and all matters of confidentiality; escalates issues where appropriate;
- Confidential administrative support to the President of the Board of Directors;
- Responsible for organizing all aspects of the Annual General Meeting;

Key Qualifications:

- University degree in a related field and at least seven (7) years of related experience. Direct experience in supporting senior level executives is preferred;
- Excellent computer skills; demonstrated experience with current office software applications;
- Excellent verbal and written communication skills coupled with strong proofreading skills;
- Excellent interpersonal skills and ability to work with all levels of the organization, including senior staff and Board of Directors and Senior/Executive staff in other organizations with ability to maintain a high level of confidentiality.

All employees of the Society are expected to demonstrate respect, empathy, and accountability to the children and families we serve and each other.

Interested applicants should submit a current resume to careers@hamiltoncas.com or by **or** Fax: (905) 522-1089, clearly indicating the Job Posting Number (**File #019/19**) by June 11, 2019.

Applicants that may require accommodation due to disability during the selection process must notify Human Resources when contacted for an interview.