

JOB INFORMATION

EXECUTIVE ASSISTANT

ANTICIPATED START DATE: June, 2019

POSITION SUMMARY

Under the direction of the Executive Director, provides executive assistance to the Executive Director and 3 Program Directors at FSO, including providing administrative support to the Directors and to the work of the Board of Directors and its committees.

Major Responsibilities:

Provide administrative and clerical support duties to the Executive Director by:

- Provides executive administrative support to the Executive Director on a daily basis in order to contribute to the efficient operation of the organization, including: coordinating schedules, travel and meetings; drafting and, finalizing correspondence.
- Under direction of Executive Director, provide administrative support to the Board of Directors including scheduling meetings, arranging for all necessary meeting/logistical support; attending meetings and taking/producing minutes, preparing and distributing meeting materials and preparing any necessary correspondence/documents for review and approval;
- Under the guidance of the Executive Director maintains the Policies and Procedures Manual; Corporate records of the organization; and Membership Roll for the Corporation.
- Under the guidance of the Executive Director coordinates the Annual General Meeting.
- Provide assistance to the Program Directors as needed, including: preparation of reports and correspondence; coordination of meetings and scheduling, including logistical support related to funding proposals; minor research and organizing offices/files/storage.
- General administration and property management support as needed + ordering supplies.
- Posts necessary materials and document to Intranet, as requested.
- Prepares materials for charitable events, such as fundraising envelopes, bid sheet or gift bags
- Coordinates transportation or delivery of materials, supplies, or donations for fundraising events.
- Sends letters of thanks to donors.
- Produces promotional materials, also raise awareness of the organization's work, goals, and financial needs.
- Local travel may sometimes be required, but is very limited. Travel is known well in advance.

Provides back-up reception services as needed, including:

- Monitor reception area.
- Greet all clients and visitors to the agency and directs them to the appropriate staff person.
- Receives all incoming telephone calls; addresses general inquiries and redirects, monitor clients, including children, who are present in the waiting room for extended periods.

Note: This job description is not intended to be all inclusive. Other duties may be

TITLE:

Executive Assistant

REPORTS TO:

Executive Director

TEAM:

Administration

LOCATION:

Family Services Ottawa
(FSO)

HOURS OF WORK:

35 hours / week

UNION/NON-UNION:

Non Union

CLOSING DATE:

Friday,
May 17th 2019 at 5:00pm

APPLY TO:

careers@familyservicesottawa.org

required to meet the ongoing needs of the organization.

Qualifications:

- Minimum of a grade 12 secondary school diploma
- A minimum of three years providing administrative support in an office environment, or an equivalent combination of relevant education and experience.
- Strong knowledge of computer systems and related software programs including MS office suite
- General knowledge of office procedures and filing systems.
- Working knowledge of telephone systems and equipment.
- Working knowledge of Voluntary Sector governance practices.
- Excellent interpersonal skills.
- Experience with data collection, data management, and data reporting.
- Relationship and Team building skills.
- Good organizational skills.
- Ability to prioritize work, multi-task and to respond to conflicting demands
- Strong attention to detail and accuracy.
- Ability to take initiative and work independently.
- Ability to exercise tact and diplomacy.
- Ability to build sound relationships both internal and externally.
- Ability to handle clients in an empathetic, courteous and tactful manner.
- Excellent oral, written and verbal communication skills in English; working knowledge of French (verbal).

Desired Qualifications:

- Project management skills
- Outstanding computer skills, including database management
- Advanced understanding of governance structures and parliamentary procedures
- Understanding of CRA and reporting requirements /regulations for charitable organizations
- Experience in human resources and applicable provincial regulations.

External Posting Period: Wednesday May 8th 2019 to Friday 17th 2019 at 5:00pm

FSO is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. FSO is committed to ensuring that each individual will have genuine, open and unhindered access to employment opportunities.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please let us know.

While we thank all candidates for their interest, only those selected for an interview will be contacted